The Federal Demonstration Partnership (FDP) is administering a web-based survey to explore the impact of federal requirements on the time faculty have available to actively conduct research. The data collected from this survey will be used to inform the future direction and projects of the FDP. FDP has contracted with SoundRocket, a survey-research company based in Ann Arbor, Michigan to carry out the survey administration.

**The information in this document is provided to help ensure that emails will be received by potential study respondents at your institution.**

A large number of individuals from your institution will be invited via email to participate in the web-based survey. Each individual may receive **up to** **6 e-mails** over the course of the study (as described in the schedule on page 2). Reminders are only sent to individuals who have not completed the survey; no reminders are sent to anyone who requests to be removed from the study. Anyone invited to participate in the study may opt out of future contacts by replying to any of the messages and asking to be removed from the study.

|  |  |
| --- | --- |
| **Study Name:** | **2018 FDP Faculty Workload Study** |
| **Institution/Organization:** | **Federal Demonstration Partnership (FDP)** |
| **SoundRocket Contact Names:** | **Julie Smith, Ph.D. (Study Manager)****Robert Young (Programmer)** |
| **SoundRocket Contact Emails:** | **jsmith@soundrocket.com****ryoung@soundrocket.com** |
| **SoundRocket Contact Phone:** | **734.527.2199** |

Survey e-mails will be sent from the following domains, server IP addresses, and email accounts (primary listings in each category are in larger bold font – the others are secondary or backup resources that are used if needed):

|  |  |  |
| --- | --- | --- |
| ***Domains (IP Addresses)*** | ***Email Address Used to Send*** | ***Reply-to Email Provided*** |
| **srsrv.com (152.160.6.97)****smtp.srsrv.com (152.160.6.98)**smtp.ssgresearch.com (152.160.48.69)ssgresearch.com (152.160.48.70) | **surveys@srsrv.com****survey@srsrv.com**surveys@ssgresearch.comsurvey@ssgresearch.comsupport@ssgresearch.com | fdp@srsrv.com |

***If your institution would like to use a white list strategy that requires a specific time window for sending, please complete the form on page 3 of this document and contact SoundRocket via phone or email.***

|  |
| --- |
| **Study Email Schedule and Pace of Sending:*** Given the large number of potential participants in this study, it may take up to 8 days to send all invitations; the dates in the table below reflect the start date and possible end date for sending all emails for the study, so the actual date on which a message is received will vary for participants.
* Study reminder emails will be scheduled to send at approximately 5 day intervals based on the date the study invitation is emailed to a participant.
	+ If a participant requests to be removed from the list of potential participants, that individual will not receive any further emails; likewise, anyone who completes the survey will not receive any further communications.
* The send “Pace” is set by SoundRocket’s data collection system, however, the SMTP (email) server is set limit to 2 simultaneous connections with the same domain, and will only send up to 25 emails per connection.
* The connection timeout is set to 2 minutes.
 |

The Study Pre-Notification email (Contact 1) will be sent by the FDP administrative representative at your institution. All other email communications (Contacts 2-6) for the study will be sent by SoundRocket.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Contact*** | ***Email Contact Type*** | ***Send Start Date*** | ***Send End Date****(Estimated)* | ***Pace*** *(Per Minute)* | ***Subject Line*** |
| *1* | *Study Pre-notification*  | *01/25/18* | *02/01/18* |  | *Sent by administrative reps at participating institutions;Subject Line: Federal Demonstration Partnership - Faculty Workload Survey!*  |
| 2 | Study Invitation | 01/30/18 | 02/06/18 | 10 | FDP Faculty Workload Survey – Your Login Instructions  |
| 3 | Reminder 1 | 02/03/18 | 02/10/18 | 10 | Reminder: FDP Workload Survey – Input on Research Workload Needed  |
| 4 | Reminder 2 | 02/08/18 | 02/15/18 | 10 | Time is Running Out - FDP Faculty Workload Survey  |
| 5 | Reminder 3 | 02/14/18 | 02/21/18 | 12 | Response Requested - FDP Faculty Workload Survey  |
| 6 | Reminder 4 | 02/23/18 | 03/02/18 | 12 | FDP Faculty Workload Survey – Last Chance to Participate! |

***IT Information Form***

*Please complete this form and provide it to SoundRocket;*

*if you have questions, please call us at 734.527.2199.*

|  |  |
| --- | --- |
| Name:  |  |
| Institution: |  |
| Department: |  |
| Phone: |  |
| E-mail: |  |
| Off-Hours Contact Method: |  |
|  |
| Do you manage your email services in-house, outsource to Google, or outsource to another organization? *(Check one.)* | * **In-house**
* **Google/Gmail**
* **Other Specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
 |
| What kind of spam filters do you use? *(Please describe as specifically as you are able.)* |  |
| Will this volume of emails cause any problems with your spam filters? *(If yes, please describe limitations)* | * **No**
* **Yes / Maybe 🡪 Please describe:**
 |
| Do you have a “white-list” capability to which our domains / IP addresses / e-mail addresses can be added?  | * **No**
* **Yes**
 |
| Have we been added to the “white-list”? *(If yes, please describe)* | * **N/A**
* **No**
* **Yes 🡪 Please describe:**
 |
| Please describe any anticipated issues with the pace of sending emails as described on this form. *(Note that we meter out emails, however, intermediary mail servers may queue emails and deliver in larger batches.)* |
|  |
| Are there any other issues we of which we should be aware when contacting individuals at your institution? |
|  |
| Would you like us to contact you prior to sending emails to discuss this form? If so, please detail: |
|  |