

**National Science Foundation (NSF)  
National Center for Science and Engineering Statistics (NCSES)  
Women, Minorities, and Persons with Disabilities Report  
Redesign Generic Clearance Request**

Date: November 22, 2021

To: Margo Schwab, Desk Officer  
Office of Management and Budget

From: Emilda B. Rivers, Director  
National Center for Science and Engineering Statistics (NCSES)  
National Science Foundation (NSF)

Via: Suzanne Plimpton, Reports Clearance Officer  
National Science Foundation (NSF)

Subject: Notification of data collection under generic clearance

The purpose of this memorandum is to inform you that the National Center for Science and Engineering Statistics (NCSES) within the National Science Foundation plans to collect data on stakeholder needs under the generic clearance for survey improvement projects (OMB #3145-0174). This study for which NCSES is seeking clearance is to conduct interviews with current and new users of its *Women, Minorities, and Persons with Disabilities in Science and Engineering* (WMPD) report.

*Background*

NCSES is the principal source for analytical and statistical reports, data, and related publications that describe and provide insight into the nation's science and engineering resources. The Center's publications and related content are released in electronic format on NCSES's various website URLs (<https://ncses.nsf.gov/>; <https://nsf.gov/statistics/>; <https://ncsesdata.nsf.gov/>). The current WMPD report can be found in electronic format on NCSES's website URL (<https://ncses.nsf.gov/pubs/nsf21321/>).

NCSES will redesign its WMPD report to increase its reach among new audience members, while still maintaining its value to current users. To inform key decisions on its content, presentation, functionality, and dissemination efforts, NCSES is looking to collect insights from both current and new users via stakeholder interviews. The questions asked during these interviews will inquire into stakeholders' opinions on these topics regarding the report, and their current impressions of the WMPD report and similar resources.

In summer and fall 2021, NCSES conducted a small number of interviews with internal team members, federal employees, and external (non-federal) stakeholders (phase one interviews). Findings from these efforts were compiled into a summary report that highlighted existing gaps and quick-turn solutions that can be implemented prior to the release of NCSES's 2023 iteration of the WMPD report. Though enlightening, NCSES would like to conduct additional interviews

(phase two interviews) with more individuals outside of the federal space to gain a greater understanding of the ways subsequent iterations of the WMPD report could be improved.

### *Method*

NCSES will seek input from a demographically diverse set of participants using a wide variety of stakeholders, including members of Congress or their staff, representatives from federal agencies, academic researchers, non-profit organizations, and members of the media. NCSES anticipates that this more robust selection of stakeholders for phase two interviews will have insights that will drive additional recommendations. These insights will be compiled with those referenced in the summary report from phase one interviews to provide a comprehensive version of concise, actionable, and data-driven recommendations for the WMPD report's 2025 iteration. Given the nuances and high visibility of the WMPD report, NCSES believes that these additional external interviews will yield the necessary range of insights reflective of the wide variety of WMPD stakeholders.

Prior to the interviews, NCSES will send stakeholders an interview handout (see attachment A) that provides an overview of the WMPD report. Interviews will be conducted remotely via Microsoft Teams or another platform of the interviewee's choice, with an option to use their camera. Stakeholders can also join the meeting using their telephone through a dial-in number if preferred. If permission is granted by the interviewee, the meeting will be recorded and transcribed. The interviewer will then follow one of two scripts dependent upon the interviewee's stakeholder group (see attachments B and C) to connect with:

1. **Current stakeholders:** Stakeholders who use or have used the WMPD report in their work, including representatives from Congress, federal agencies, academic institutions, non-profit organizations, and media sources.
2. **New stakeholders:** Stakeholders who are not current users of the WMPD report, which may fall into any one of the aforementioned stakeholder groups.

### *Recruitment*

NCSES plans to recruit interview subjects that represent a range of stakeholder groups and the various ways they access, perceive, and use the report (see Table 1). Interview subjects will include current and new users from Congress, federal agencies, academic institutions, non-profit organizations, and media sources. Stakeholders will be identified by researching participants and authors of WMPD and science and engineering workforce topic-related articles, academic groups, organizations, and associations (such as minority-serving institutions). Stakeholders will be selected based on their involvement and interest in WMPD-related topics, such as diversity and representation, to ensure diverse and relevant insights. Once these stakeholders have been identified, the NCSES team will recruit participants directly through email invitations. To avoid overlap of representatives from the same organizations, individual invitations will be sent to one stakeholder from a specific institution. If the initial stakeholder declines the interview, the next stakeholder from that same institution will be contacted. (Recruiting and scheduling messages are included in attachment D and E.)

*Table 1: Recommended Stakeholders*

Stakeholder Group	Rationale	Targeted Number of Participants for Interviews (Phase Two)	Expected Number of Participants for Interviews (Phase Two)
U.S. Federal Agencies	Representatives from multiple agencies active in the science and engineering space (Including those involved in the NSF Inclusion across the Nation of Communities of Learners of Underrepresented Discoverers in Engineering and Science initiative.)	8	4
U.S. Policymakers	Members or staff of the U.S Senate Subcommittee on Space and Science or the U.S. House of Representatives Committee on Science, Space, and Technology	8	4
Academics	Individuals actively involved in science, technology, engineering, and mathematics (STEM) education with a specific focus on CEOSE members	8	4
Media	Journalists that have written about or covered demographic trends in the science and engineering workforce and STEM education	8	4
Non-Profit Organizations and Associations	Organizations that work towards strengthening and diversifying the STEM workforce and education	8	4

### *Burden*

The total burden for initial contact, scheduling, and participating in interviews is estimated to be approximately 8 hours (excluding federal employees).

For phase two interviews, NCSSES expects to contact a maximum of 40 people, 8 from each stakeholder group, with the goal of obtaining responses from at least 20 individuals (12 excluding federal employees). In the following burden calculations, federal employee stakeholders will be excluded. It is assumed that all of those solicited will read the invitation (24 \* 1 minute = 24 minutes) and about 50% of those solicited will respond (12 \* 1 minute = 12 minutes). (See attachment D for more information on the invitation). The response rate of 50% is based on outcomes from a similar NCSSES project completed for the National Patterns of Research and Development report that followed a similar email invitation structure. Following a response to the initial recruitment email, a scheduling email (see attachment E) will be sent to the

participant with proposed times and an interview time will be decided via correspondence with each stakeholder (12 \* 5 minutes = 1 hour). A maximum of 12 stakeholder interviews of 30 minutes each will then be conducted (12 \* 30 minutes = 6 hours).

### *Compensation*

NCSSES will not be offering compensation for participation in this study.

### *Schedule*

The tentative schedule for this data collection effort is as follows:

Proposed Date	Activity/Deliverable
January 2022	Send stakeholder emails to recruit and schedule interviews
January-February 2022	Conduct interviews
February-March 2022	Analyze findings and develop recommendations-based report
May 2022	Conduct workshop with the steering committee, CEOSE, NSBO, NSF, or other interested parties and make report updates if necessary (workshop will include federal staff and federal stakeholders)
May 2022	Share final recommendations report for implementation in the WMPD 2025 Report
January 2025	WMPD 2025 Report is released

### *Contact Information*

The contact person for questions regarding this data collection is:

May Aydin, Ph.D.  
Program Director  
National Center for Science and Engineering Statistics  
National Science Foundation  
703-292-4977  
[maydin@nsf.gov](mailto:maydin@nsf.gov)

### *Attachments*

**Attachment A**: Stakeholder Interview Handout

**Attachment B**: Interview Script for Current External Users

**Attachment C**: Interview Script for New External Users

**Attachment D**: Initial Recruiting Email for External Stakeholder Interviews

**Attachment E**: Scheduling Email for All Stakeholders