

APPENDIX A

SAMPLE INTRODUCTION EMAILS

Subject: NCSES Data Tools User Research

Hello <User>!

<Survey Manager Lead>

The NCSES Data Team is conducting user research to collect feedback to improve our online [data tools](#). Kelly Kang, Survey Manager for the Survey of Earned Doctorates (SED), has worked with you on data requests and questions related to this survey. She suggested that you would bring a valuable perspective to our research.

We would **love** the opportunity to speak with you further on how you use data. With your permission, we're excited to invite you to a guided session, over Zoom, where we could capture your perspective. We will work our schedule around yours and estimate that we would need approximately 50 minutes. If that sounds interesting to you, just reach out to me to schedule.

<Self-Selected Survey Respondent>

Thank you for volunteering to participate in our Usability Testing! The NCSES Data Team is conducting user research to collect feedback to improve our online [data tools](#). You will bring a valuable perspective to our research.

We're looking forward to the opportunity to speak with you further on how you use data and excited to invite you to a guided session, over Zoom, where we could capture your perspective. We will work our schedule around yours and estimate that we would need approximately 50 minutes. Please reach out to me to schedule.

<NCSES Feedback Mechanism>

Our team enjoyed assisting and troubleshooting the <feedback or bug submitted> issue and would love the opportunity to speak with you further on how you use data.

We're conducting user research to collect feedback to improve our [data tools](#). We believe you would bring a valuable perspective to our research. With your permission, we'd love to invite you to a guided session, over Zoom, where we could capture that perspective. We will work our schedule around yours and estimate that we would need approximately 50 minutes. If that sounds interesting to you, just reach out to me to schedule.

Thank you,

Vanessa Hranitz
Project Manager, Data Team (Contractor)
National Center for Science and Engineering Statistics
National Science Foundation