

11. Appendix 11: CATI Script Used to Follow-up with Nonrespondents after Wave 2

CRT

FINAL DRAFT – JULY 6, 1999
 (Columns are "card/column")

AC
 PROJECT REGISTRATION #114590
 NATIONAL SCIENCE FOUNDATION
 Washington, DC
 Study of Nonprofits Funding and
 Performance - Prompting Script
 Max Larsen/Barbara Wells
 Julie Trausch, Specwriter
 July, 1999

THE GALLUP ORGANIZATION
 __ APPROVED BY CLIENT
 __ APPROVED BY PROJECT MANAGER
 n=

I.D.#: 0 (1-6)

**AREA CODE AND TELEPHONE NUMBER:

_____ (32 - 41) ___

**INTERVIEW TIME:

_____ (2/49 - 2/54) ___

S1. CONTACT NAME: **(Code from "Fone" file)**

_____ (13/12 - 13/51) ___

S1a. TITLE: **(Code from "Fone" file)**

_____ (14/12 - 14/66) ___

S2. ORG NAME: **(Code from "Fone" file)**

_____ (15/12 - 15/51) ___

S3. EIN: **(Code from "Fone" file)**

_____ (/ - /) ___

- S4. SURVEY: **(Code from "Fone" file)**
- 1 Funder _____(/)
 2 Performer _____(/)
- S5. PASSWORD: **(Code from "Fone" file)**
 _____ (/ - /) _____
- S6. ADDRESS #1: **(Code from "Fone" file)**
 _____ (16/12 - 16/61) _____
- S7. ADDRESS #2: **(Code from "Fone" file)**
 _____ (22/12 - 22/51) _____
- S8. CITY: **(Code from "Fone" file)**
 _____ (17/12 - 17/42) _____
- S9. STATE: **(Code from "Fone" file)**
 _____ (17/43) (17/44) _____
- S10. ZIP CODE: **(Code from "Fone" file)**
 _____ (22/52 - 22/62) _____
- S11. PHONE NUMBER: **(Code from "Fone" file)**
 _____ (17/50 - 17/59) _____
- S12. FAX NUMBER: **(Code from "Fone" file)**
 _____ (17/60 - 17/69) _____
- S13. E-MAIL ADDRESS: **(Code from "Fone" file)**
 _____ (18/34 - 18/73) _____
- S14. M STATUS: **(Code from "Fone" file)**
- 0 Non-medical _____(/)
 1 Medical _____(/)

S15. BRIEFING SCREEN FOR INTERVIEWER:

(If code "0" in S14:) Ask for name from "Fone" file, if available. If no name, ask to speak with the President/Executive Officer/Financial Officer.

(If code "1" in S14:) Ask for name from "Fone" file, if available. If no name ask to speak with anyone in administration.

Hello, this is _____, from The Gallup Organization. May I please speak with **(response in S1)**? I am calling on behalf of the National Science Foundation. We are conducting a study for NSF about the research and development activities of nonprofit organizations.

- 1 Respondent available - **(Continue)**
- 4 No such person - **(Thank and Terminate)**
- 7 Respondent not available -
(Set time to call back)
- 9 (Refused) - **(Thank and Terminate/**
Verify name and title of
person you are speaking to) _____ (/)

1. Recently, we sent you a study questionnaire in a USPS priority mail envelope. Did you receive the questionnaire?

- 1 Yes - **(Skip to #6)**
- 2 No **(Continue)**
- 3 Received, but misplaced **(Continue)**
- 4 (DK) **(Continue)**
- 5 (Refused/Reluctance expressed) -
(Continue) _____ (5/13)

2. **(If code "2", "3", "4" OR "5" in #1, ask:)** We would really appreciate it if you would participate in the study, and the easiest way to do that is over the Internet. I can tell you the web site address and your confidential password, OR if you prefer, I can mail you another copy of the questionnaire. Would you prefer to complete it on the Internet or on paper?

- 1 Prefer Internet - **(Continue)**
- 2 Prefer paper - **(Skip to #5)**
- 3 (DK) - **(Continue)**

4 (Refused) - **(Thank and Terminate/
Verify name and title of
Person you are speaking to)** _____(/)

3. **(If code "1" or "3" in #2, ask:)** The web site address is:**(If code "1" in S4, say:)** www dot nsffunder dot gallup dot com/**(If code "2" in S4, say:)** www dot nsfperformer dot gallup dot com.] Your password for access to the survey is **(password from fone file)**.

4. I can also fax you a one page instruction sheet for completing the questionnaire over the Internet. Would you like me to fax this instruction sheet to you?

- 1 Yes - **(Verify fax number and Skip to #6)**
- 2 No **(Skip to #6)**
- 3 (DK) **(Skip to #6)**
- 4 (Refused) **(Skip to #6)** _____(/)

5. **(If code "2" in #2, ask:)** I would be happy to send you another copy of the questionnaire. Please let me verify that we have the correct mailing information. **(NOTE TO SURVENT: List on screen all mailing information) (NOTE TO INTERVIEWER: Update any missing or incorrect information. Be sure to ad fax number or e-mail address. Make sure that a street address gets collected - NO P.O. Boxes. Enter address in "upper" and "lower" case letters)**

- 1 Information correct - **(Skip to #6)**
- 2 Information incorrect - **(Update)** _____ (5/14)

CONTACT NAME:

(6/12 - 6/51) _____

TITLE:

(7/12) (7/61) _____

ORGANIZATION NAME:

(8/12 - 8/51) _____

ADDRESS #1:

(9/12 - 9/61) _____

ADDRESS #2:

_____ (10/12 - 10/51) _____

CITY:

_____ (11/12 - 11/51) _____

STATE:

_____ (11/52) (11/53) _____

ZIP CODE:

_____ (11/55 - 11/65) _____

PHONE NUMBER:

_____ (17/50 - 17/59) _____

FAX NUMBER:

_____ (/ - /) _____

E-MAIL:

_____ (20/12 - 20/51) _____

(INTERVIEWER READ:) We will be sending you a replacement questionnaire. You should receive this questionnaire within three business days.

(READ:) **(If code "1" in #1, read:)** We have not yet received this questionnaire from you.

- 6. Because we are collecting information that will be used by policymakers to address issues regarding the research and development activities of nonprofit organizations, it is important that we receive this questionnaire back from you as soon as possible.

_____ (12/79) (12/80) _____

**(VALIDATE PHONE NUMBER AND
THANK RESPONDENT BY SAYING:)**

Again, this is _____, with the Gallup Organization of _____. I would like to thank you for your time. Our mission is to "help people be heard" and your opinions are important to Gallup in accomplishing this.

INTERVIEWER I.D. #: _____(2/41-2/44)