



# Survey of Earned Doctorates

## 2020 SED Institution Contact Job Aid

### Welcome!

The Survey of Earned Doctorates (SED) is an annual census of all research doctorate recipients from U.S. educational institutions. The goal is to gather objective data about doctoral graduates, which help improve graduate education by providing governmental and private agencies with the information necessary to make program and policy decisions.

In addition, participating institutions receive data about their own doctorate recipients which can be used for program evaluation and improvement.

The survey is conducted by the National Science Foundation (NSF) in collaboration with the National Institutes of Health, the U.S. Department of Education, and the National Endowment for the Humanities. The SED data collection activities are currently contracted to RTI International.

Each institution that awards research doctorates appoints an institution contact (IC) who helps facilitate the administration and completion of the SED. Over the past few decades, ICs have successfully ensured extremely high response rates – above 90 percent – for the more than 50,000 research doctorate recipients who graduate each year. This commitment to data quality is critical to ensuring the integrity of these comprehensive data on U.S. research doctorate recipients.

### ICAT Website

The SED Institution Contact Administrative Tool (ICAT) <https://sedsurvey.org/Home/ICAT> contains information and helpful tools to assist ICs administer the SED on their campus. On the website, ICs can obtain survey materials to distribute to graduating research doctorates, transmit various SED forms and files, and maintain contact information for key personnel responsible for SED administration. Furthermore, ICs can view their school's response rate, SED document submission status, and students' survey response status. The ICAT allows you to access the following:

- ✓ View informational brochures, current and past SED questionnaires, FERPA letter, and the SED's Confidentiality and Privacy policy,
- ✓ Update contact information for Deans, Institution Contacts, and List Coordinators
- ✓ The **SED Response Rate** table displays various counts for each graduation date provided in the graduation list.
- ✓ The **SED Response Status** table displays various student counts, including ineligible students and students who have completed the survey versus students who have not.
- ✓ The **Document Status** table displays all documents needed from your school and their current status.
- ✓ The **Student List** displays all students currently in the SED's records, along with their survey status (Complete, In Progress, Not Started, Receipted), for any open round of data collection.

### IC Contact Information

If you are new to the IC role or your contact information has changed, please update your contact information in the ICAT so there will be no interruption in delivery of SED materials.



# Survey of Earned Doctorates

## Eligible Types of Doctorates

The SED includes **research doctorates** only; for this survey, a research doctorate is a doctoral degree that requires the completion of an original intellectual contribution in the form of a dissertation or an equivalent culminating project (such as a musical composition), and that is not primarily intended as a degree for the practice of a profession.

The PhD is the most common research doctorate degree. Recipients of professional or practitioner/ applied doctorates – including the MD, DDS, JD, PsyD, DMin, PharmD and DNP degrees – are NOT included in the SED. However, in some institutions, there are some doctoral degree programs that may be equivalent to the PhD, such as the Doctor of Education, Doctor of Science, and the Doctor of Engineering; these should be included in the SED ONLY if the NSF has determined that these particular degrees at your institution are research degrees.

***If your institution has a medical school,*** please make sure that any research doctorates awarded through the medical school are included in the SED. If you have any questions about a SED eligible degree awarded by your institution, please call us toll-free at 1-877-256-8167.

### Types of research doctoral degrees eligible for the Survey of Earned Doctorates

Abbreviation	Degree title
PhD	Doctor of Philosophy
DA	Doctor of Arts
DBA	Doctor of Business Administration
DDes	Doctor of Design
DEng, DESc, DES	Doctor of Engineering or Engineering Science
DFA	Doctor of Fine Arts
DHL	Doctor of Hebrew Letters
DMA	Doctor of Musical Arts
DME	Doctor of Music Education
DML	Doctor of Modern Languages
DNSc	Doctor of Nursing Science
DPH	Doctor of Public Health
DSc, ScD	Doctor of Science
EdD	Doctor of Education
JCD	Doctor of Canon Law
JSD, SJD	Doctor of Juridical Science
STD	Doctor of Sacred Theology
ThD	Doctor of Theology



# Survey of Earned Doctorates

## Types of Data Requested (2020 SED Eligibility Period: July 1, 2019 - June 30, 2020)

### (1) GRADUATION LIST:

- ▶ After each graduation date during the eligibility period, please submit each graduation list within 2 months of the graduation date.
- ▶ Graduation lists are needed to ensure we have an accurate base count of your doctoral graduates.
- ▶ Following information is requested for each student:
  - Student's First and Last Name
  - Graduation Month/Year
  - Degree Type (PhD, EdD, JSD, etc.)
  - Doctoral Field of Study
  - Email Address
  - Physical Mailing Address
  - Telephone Number
  - Advisor's Name

### (2) ADDRESS ROSTER (*Requested only if contact information was not provided on the Graduation List and only for students who have yet to complete survey*):

- ▶ Requested two times during the eligibility period.
- ▶ Address roster information is needed to contact the students to complete the survey.
- ▶ Following information is requested for each student:
  - Student's Email Address
  - Physical Mailing Address
  - Telephone Number

### (3) MISSING INFORMATION ROSTER (MIR):

- ▶ Requested near the end of data collection.
- ▶ Missing information roster information are a subset of critical data items for students who have not completed the survey.
- ▶ Following information is requested for each nonresponding student.
  - Student's Doctoral Field of Study
  - Birthdate
  - Sex
  - Citizenship
  - Ethnicity and Race
  - Bachelor's Degree Year, Institution Name and Location
  - Post Degree Location (U.S. or Out of U.S.)



# Survey of Earned Doctorates

## Step-by-Step Instructions

If your graduates will be completing the SED on the web (preferred method):

1. 3-4 months before graduation, distribute the SED web survey link— <https://sed-ncses.org> for each student applying for graduation or award of a research doctorate. The SED web survey can be linked to your institution's exit survey or included in a graduation checklist for your research doctorates.
2. Monitor SED web survey completion status on the ICAT for each upcoming graduate and follow-up regularly with doctoral recipients who have not yet completed the survey.
3. Immediately after each graduation date, use the Excel template on the ICAT to upload a final graduation list. Alternatively, you may upload a Word document or a copy of an annotated commencement program.
4. Provide accurate personal contact information for SED survey non-respondents on the Address Roster so that we can follow-up with these graduates.

**If your graduates will be completing the SED on paper questionnaires:**

1. 3-4 months before graduation, distribute the SED paper questionnaire to each student applying for graduation or award of a research doctorate. Additional paper questionnaires can be requested by emailing [SED@rti.org](mailto:SED@rti.org).
2. Track questionnaire completions among the list of expected graduates and prompt them to complete the SED.
3. Store completed questionnaires in a secure location.
4. On the front cover of each completed paper questionnaire, check that the graduation date is correct and complete. If not, draw a line through it and write the correct month and year of the student's official graduation date.
5. Complete a questionnaire transmittal form, included in the SED bulk mailing or available on the ICAT.
6. Send a transmittal form and all completed SED paper questionnaires in the provided prepaid mailing materials to the address below:

Survey of Earned Doctorates – NSF  
C/O RTI International  
Attn: Data Capture – 021577  
5265 Capital Boulevard  
Raleigh, NC 27616

6. Contact the SED Help Desk at 1-877-256-8167 or [SED@rti.org](mailto:SED@rti.org) if more mailing materials are needed.
7. Provide accurate personal contact information for SED survey non-respondents on the Address Roster Form so that we can follow-up with these students.



## Survey of Earned Doctorates

### 2020 SED Timeline

Graduation Eligibility Period	July 1, 2019 – June 30, 2020
SED Web Survey Available to Institutions	May 2019
SED Information Packet Mailed to ICs	June 2019
Submit Graduation Lists	Quarterly
Submit Address Rosters ( <i>if needed</i> )	April 2020 and September 2020
Submit Missing Information Rosters ( <i>if needed</i> )	October 2020
Deadline to Submit Graduation Lists	October 15, 2020
Data Collection Ends	December 31, 2020



# Survey of Earned Doctorates

## SED Frequently Asked Questions (FAQ)

✓ **What is the student survey link?**

<https://sed-ncses.org> – we suggest adding this survey link to a graduation checklist.

✓ **What is the Institution Contact Administrative Tool (ICAT)?**

The SED Institution Contact Administrative Tool (ICAT), <https://sedsurvey.org/Home/ICAT>, contains information and helpful tools to assist ICs administer the SED on their campus. *Please see page 1 of this document for more information.*

✓ **What are the roles of an Institution Contact (IC) and a List Coordinator (LC)?**

- Each school has the option of having one Institution Contact (IC) and one List Coordinator (LC). These two roles are granted access to the Institution Contact Administrative Tool (ICAT).
- The main responsibilities of an Institution Contact (IC) are to:
  - direct your research doctorate students to complete the survey at <https://sed-ncses.org>
  - provide a Graduation List of research doctorate graduates via the ICAT system, preferably within 2 months of each graduation.
- If your school has both an Institution Contact (IC) and a List Coordinator (LC):
  - The IC is responsible for directing research doctorates to complete the survey
  - The LC is responsible for providing graduation lists (and other requested data, as needed) of research doctorate graduates via the ICAT system, preferably within 2 months of each graduation

✓ **Where do I find my ICAT username?**

When you were identified as an IC or LC, you were sent login credentials via email. If you cannot locate that email, you may retrieve your ICAT username by contacting the SED Help Desk at 877-256-8167 or [sed@rti.org](mailto:sed@rti.org). For security purposes, Help Desk staff are unable to provide password information.

✓ **How do I reset my ICAT password?**

1. Go to <https://sedsurvey.org/Home/ICAT>
2. Enter your username
3. Click “forgot password”
4. A password reset email will be sent to you

*Note: some institution email security settings will prevent this automated email from reaching your inbox. If you cannot find the password reset email in your inbox, spam, or junk folders, please email the SED Help Desk at [sed@rti.org](mailto:sed@rti.org) and we will manually forward the email to you.*

✓ **How do I update my contact information?**

You may update contact information by notifying us at [SED@rti.org](mailto:SED@rti.org) or by calling us at 877-256-8167.



# Survey of Earned Doctorates

## SED Frequently Asked Questions (FAQ) *continued*

✓ **How often should I provide a graduation list?**

As a general practice, we ask that graduation lists be provided within two months of **each** graduation date.

✓ **Where do I find the graduation list excel template?**

1. Log into ICAT <https://sedsurvey.org/Home/ICAT>
2. Select Data Collection menu
3. Select Graduation Lists, download excel template
4. Enter student information in template
5. Submit graduation list via the Upload Forms page

✓ **What should I title my graduation list?**

Please include the month/year in your file title. Our suggestion is to title your graduation list using the following format: "MonthYear\_GraduationList\_School"

Examples: December2018\_GraduationList\_HarvardLaw  
January-March2019\_GraduationList\_EastCarolinaUniv

✓ **Where do I find my SED institution ID?**

You may retrieve your SED Institution ID by contacting the SED Help Desk at 877-256-8167 or [sed@rti.org](mailto:sed@rti.org). Your Institution ID is also included in all Graduation List email prompts, in the email subject line.

✓ **What data is requested on the Graduation List?**

- Student first and last name
- Graduation Month/Year
- Degree Type (PhD, EdD, JSD, etc.)
- Field of Study
- Student email address
- Student physical mailing address
- Student phone number
- Advisor's name

✓ **How do I request my institution's data?**

There are several types of data requests available to you. Please visit the ICAT for instructions.

1. Log into ICAT <https://sedsurvey.org/Home/ICAT>
2. Select Study Results menu
3. Select Institution Data
4. Follow directions to request Institution Datasets or Preliminary Institution Files



# Survey of Earned Doctorates

## SED Frequently Asked Questions (FAQ) *continued*

✓ **Can I receive copies of the Certificate of Completion email that is sent to the student?**

Yes. We can identify one email address to be cc'd on the email sent to the student, upon completion of their survey. Please email [sed@rti.org](mailto:sed@rti.org) to make this request.

✓ **A student told me their graduation date is not available to register for the SED—what should I do?**

If your student is attempting to register for a survey cycle that is not yet available, their graduation date will not be visible in the drop-down menu. Please ask your student to email the SED Help Desk at [SED@rti.org](mailto:SED@rti.org) to receive instructions.

Each survey cycle is associated with a specific range of graduation dates. For example:

SED 2019 cycle allows access to students with graduation dates between July 1, 2018 - June 30, 2019

SED 2020 cycle allows access to students with graduation dates between July 1, 2019 - June 30, 2020

A couple of months prior to a new cycle beginning, the new SED survey becomes available online.

When a new cycle's survey becomes available, SED Institution Contacts will receive a "Launch" email notifying the institution.

✓ **A student registered with the incorrect graduation date and/or misspelled their name—what should I tell the student?**

The SED staff can make this correction on behalf of the student. Please ask your student to contact the SED Help Desk at [SED@rti.org](mailto:SED@rti.org) with the following information:

- First and Last Name
- Certificate of Completion confirmation number
- Description of the error/what information *needs* to be corrected
- Description of the correct information