



2023 Survey of Earned Doctorates

Institution Contact Job Aid

Welcome!

Welcome to the 2023 cycle of the Survey of Earned Doctorates (SED). The SED is an annual census of all research doctorate recipients from U.S. accredited 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 institutional 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 awarding 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 exemption 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, Received), for any open round of data collection.
- ✓ Send an email directly to any graduate who has not yet completed the survey.

IC Contact Information

If you are new to the IC role or your contact information has changed, please email your updated contact information to sed@rti.org.

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, practitioner, or applied doctorates – such as 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 degree programs at your institution to be eligible.

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

Types of Data Requested (2023 SED Eligibility Period: July 1, 2022 - June 30, 2023)

Graduation Lists	•are required to ensure the SED has an accurate base count of your doctoral graduates.
Address Roster	•contact information requested only for students who have yet to complete the survey, where contact information was not provided on the Graduation List
Missing Information Roster	•a subset of critical data items requested only for students who have yet to complete the survey.

(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
 - Advisor's Name
 - Email Address
 - Physical Mailing Address
 - Telephone number

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

Step-by-Step Instructions

1 3-4 months before graduation, distribute the SED web survey link— <https://sed-ncses.org>

2 Monitor SED web survey completion status on the ICAT's Student Status page

3 Within two months after each graduation date, submit a graduation list via the ICAT.

4 Email any nonresponding students using the new email feature in the ICAT.

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. Within 2 months of 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. 4. Email any nonresponding students using the email feature in the ICAT.

2023 SED Timeline

	Graduation Eligibility Period	July 1, 2022 – June 30, 2023
	SED Web Survey Available to Institutions	May 2022
	Submit Graduation Lists	Quarterly
	Submit Address Rosters <i>(if needed)</i>	March 2023 and August 2023
	Submit Missing Information Rosters <i>(if needed)</i>	October 2023
	Deadline to Submit Graduation Lists	October 15, 2023
	Data Collection Ends	December 31, 2023

SED Frequently Asked Questions (FAQs)

✓ **What is the student SED web 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 period.
- 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 period.

✓ **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. 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 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 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 or by calling us at 877-256-8167.

✓ **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. Your Institution ID is also included in all Graduation List email prompts, in the email subject line.

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 to make this request.

✓ **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: December2022_GraduationList_HarvardLaw
January_March2023_GraduationList_EastCarolinaUniv

✓ **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

✓ **What is the difference between the Graduation List and the Address Roster?**

Graduation lists are a complete list of all eligible research doctorate per conferral date (graduation).

Address Rosters are a subset of students who were previously reported on a graduation list(s) but have yet to complete the survey. For more information about data each list requests, please see page 3 of this document.

✓ **I uploaded a wrong graduation list file to the ICAT. What should I do?**

If you uploaded a wrong file or need to provide a file with updated/corrected data, please upload a new file to the ICAT, <https://sedsurvey.org/Home/ICAT>. Please use "corrected" or "updated" in your new file's name. You may also use the upload's file description to let us know you uploaded a corrected file.

✓ **In the ICAT, the correct graduation date is not available for me to select in my graduation list upload. What should I do?**

Please contact the SED Help Desk at sed@rti.org or 877-256-8167.

SED Frequently Asked Questions (FAQ) *continued*

✓ **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

✓ **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 for instructions.

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

SED 2023 cycle allows access to students with graduation dates between July 1, 2022 – June 30, 2023.

SED 2022 cycle allows access to students with graduation dates between July 1, 2019 - June 30, 2022.

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 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