



May 15, 2023

Dear Participant:

Sponsored by the National Science Foundation (grant number: 2215223), the University of Kentucky Research Foundation is conducting a study on measuring the data analytics capabilities and an assessment of the National Center for Science and Engineering Statistics Higher Education Research and Development (HERD) Survey data collection among research administration staff.

Although you may not get personal benefit from taking part in this survey research study, your participation and responses may help us understand more about how the profession uses research analytics in decision-making processes and develop best practices. Volunteer participants often experience satisfaction from knowing they have contributed to research that may possibly benefit others in the future.

The survey will take approximately 20-30 minutes to complete and there are no known risks to participating in this study. Your responses should reflect what you have generally observed in your office or the institution.

We will keep confidential all research records that identify you to the extent allowed by law. When we write about the study you will not be identified. Additionally, to ensure the study is conducted properly, officials from the University of Kentucky may look at or copy pertinent portions of records that identify you. No names or institutional affiliation will appear or be used on research documents or be used in presentations or publications. Identifiable information such as your name or institutional affiliation may be removed from the information collected in this study. After removal, the information may be used for future research or shared with other researchers without your additional informed consent. The research team will only report aggregate data analysis. This study has been approved by the University of Kentucky IRB (protocol #77998).

You have a choice about whether to participate, if you do participate, you are free to skip any questions or discontinue at any time. Please be aware, we make every effort to safeguard your data once received from survey software. A participation list may be included (institutional name), but specific findings or responses will be aggregated and not attributed to any individual or institution.

If you have questions about this study, please feel free to contact me at any time using the information below. If you have complaints, suggestions, or questions about your rights as a research volunteer, contact the staff in the University of Kentucky Office of Research Integrity at 859-257-9428 or toll-free at 1-866-400-9428.

Thank you in advance for your assistance with this important project.

A handwritten signature in blue ink that reads 'Baron G. Wolf'.

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