
Appendix C: Pilot Study Materials

C-1. Pilot Study School Recruitment Letter and Frequently Asked Questions



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Statistics
Washington, D.C. 20531

[PRESIDENT NAME]
[SCHOOL NAME]

January 2nd, 2015

Dear [PRESIDENT LAST NAME],

In April 2014 the White House Task Force to Protect Students from Sexual Assault released the *Not Alone* report, which, among other things, calls for research on sexual assault in the form of campus climate surveys. Through a cooperative agreement, the Bureau of Justice Statistics (BJS), a statistical agency within the U.S. Department of Justice, and RTI International, an independent, non-profit research organization, have designed and will be conducting the College Experiences Survey (CES) Pilot Test at 14 universities in the Spring of 2015. The CES Pilot Test will assess whether the survey instrument and methodology captures valid and reliable data on campus climate and sexual assault at participating universities. At the end of the CES Pilot Test we will provide a final survey instrument and extensive recommendations for efficiently collecting valid and reliable data on topics such as, student perceptions of the campus environment, knowledge and training related to incident reporting and prevention programming, the prevalence and incidence of sexual assault, help seeking behavior exhibited by victims, and general attitudes related to sexual assault tolerance among the student body.

We invite your university to participate in the CES Pilot Test. By participating, your university will help inform research about the best way to define and measure campus climate and sexual assault. In addition, your university will receive university-specific results on the prevalence of sexual assault and other climate topics that can be used to inform your policies and practices related to campus climate and sexual assault.

Included with this letter is a frequently asked questions (FAQ) document that addresses the primary questions we anticipate receiving about the CES Pilot Test. The schedule for conducting the CES Pilot Test is aggressive and we would like to confirm your participation as soon as possible. Please contact, or have a designee contact, Dr. Chris Krebs of RTI International (krebs@rti.org; 919-485-5714) at your earliest convenience. If he does not hear from you in the next week or so, he will likely be reaching out.

BJS is authorized to conduct this data collection under its authorizing statute, which reads in part that BJS is authorized to "collect and analyze statistical information concerning the prevalence, incidence, rates, extent, distribution, and attributes of crime, at the Federal, State, tribal, and local." 42 U.S.C. § 3732 (c) (5). The information provided will be used for statistical purposes only and may not be disclosed, or used, in identifiable form for any other purpose as required by law (Title 42, U.S. Code, Sections 3789g).

Thank you, in advance, for considering participation in the CES Pilot Test.



William J. Sabol
Acting Director
Bureau of Justice Statistics

College Experiences Survey (CES) Pilot Test
Frequently Asked Questions (FAQ) for Universities Invited to Participate

What does university participation in the CES Pilot Test entail?

University participation in the CES Pilot Test will involve:

- 1) **beginning in January and February of 2015**, providing guidance to RTI on the Institutional Review Board (IRB) approval process at your university (including whether RTI's IRB approval is sufficient to cover the activities at your university);
- 2) **throughout the study period**, informing staff and students about the implementation and importance of the CES Pilot Test (i.e., helping to support the study at your university); and
- 3) **in February or March of 2015**, providing us with a roster of all undergraduate students and the information needed to field the survey.

At a minimum, we would like to receive the following data elements on the roster:

- Unique Student ID#
- First name
- Last name
- Sex/gender
- Birth date (or current age in years)
- Race/ethnicity
- Year of study (e.g., 1st year undergraduate, 2nd year undergraduate, 3rd year undergraduate, 4th year undergraduate, or 5th or more year undergraduate)
- Part-time/full-time status
- Degree-seeking status
- Email address(es)
- Campus/local mailing address

If available, we would like to also receive the following data elements on the roster: cell phone number, transfer status (yes/no), major, highest SAT score, highest ACT score, GPA, Educational Testing Service (ETS) or CEEB code, whether living on or off campus, (if on campus) dorm, and whether studying abroad. The data will be used to recruit students for the study, send follow-up reminders, and conduct a nonresponse bias analysis so we can weight (i.e., adjust) the survey data if certain types of students were more or less likely to participate. In addition, these data elements will be used in combination with the survey data to identify factors associated with campus climate and sexual assault. The purpose of all of these analyses is to produce university-specific results that you and your staff can use to inform your policies and practices related to campus climate and sexual assault.

We will develop a Data Use Agreement between RTI and your university that outlines procedures for the secure transmission and storage of the data, the limited use of the data by RTI, and steps for destroying the data that you provided at the end of the study.

What will participation mean for the students?

Using the roster, RTI will randomly select the number of undergraduate students necessary to produce valid estimates of sexual assault prevalence and campus climate estimates specific to your institution. In the spring (approximately March-May 2015), these students will be recruited via e-mail to participate in a 15-20 minute, web-based survey that asks questions about campus climate and sexual assault, as well as on some demographic and behavioral factors. The survey will be completely voluntary for students, their data will remain anonymous, and they will receive a \$25 incentive for participating. The survey will also provide links to local and national resources for sexual assault. RTI has extensive experience conducting surveys on sexual assault with college students and we are well-equipped to approach this sensitive topic with an eye for human subjects' protection and scientific rigor.

What will my university receive in return?

In addition to helping shape critical research on defining and measuring campus climate and sexual assault, each participating university will receive—in the Fall of 2015—a detailed, university-specific report summarizing the data and results for your school. The report will include data on the prevalence of sexual assault among undergraduate women at your university, in addition to many other related attitudinal and campus climate measures.

Will the fact that my university is participating in the CES Pilot Test be made known to the public?

No. This is a pilot test – not a full-scale implementation. We are testing the survey instrument and methodology, so it would be inappropriate to share publicly the identities of the schools that are participating and helping us test our methods. In addition, none of the schools in the CES Pilot Test will know which other schools are participating.

Will the results for my university be made available to the public?

In the Fall of 2015, we will be sharing publicly the results from the CES Pilot Test, aggregated across universities, and we will share university-specific results publicly (labeled as “University A”, “University B”, etc.), but the participating universities will not be named or identified. Therefore, no one will be able to attribute data or results to any given university.

If I want to share my CES Pilot Test results with the public, is that permissible?

Yes. Once you receive the results for your university, you are welcome to do whatever you want with them.

How did you select my university?

Because the CES Pilot Test was designed to include a diverse set of institutions that vary in terms of size, public vs. private status, and whether the institution issues 2 year or 4 year degrees, we used a national dataset to identify all institutions that fall within each strata and then randomly selected the institutions, which we are not inviting to participate in the CES Pilot Test.

Is participating in the CES Pilot Test mandatory?

No. Participation is voluntary.

Will my university have to pay any money to participate in the CES Pilot Test?

No.

Is participation in the CES Pilot Test permissible under the *Family Educational Rights and Privacy Act (FERPA)*?

Yes. Because your university would be collaborating with us and because we will be sharing data and results with you, and thus conducting research on your behalf, you are allowed to share student data with us for research purposes.

Has the CES Pilot Test been approved by an Institutional Review Board (IRB) and the Office of Management and Budget (OMB)?

Yes. The CES Pilot Test has been approved by the IRB at RTI International, which has Federalwide Assurance (FWA #3331), and is being reviewed by the Office of Management and Budget (OMB). We will comply with any additional IRB requirements at your institution.

Who do I contact if I have additional questions about the CES Pilot Test?

Please contact, Dr. Chris Krebs of RTI International at krebs@rti.org or 919-485-5714.

C-2. University Lead E-mail

March 15th, 2015

Dear [UNIVERSITY NAME] Students,

Over the next few weeks, [UNIVERSITY NAME] will be working with RTI International—an independent, non-profit research organization—to implement the College Experiences Survey (CES). This is a web-based survey about the sexual experiences and attitudes of undergraduate students at 10 schools around the country.

Some of you will soon be selected randomly from all undergraduate students at [UNIVERSITY NAME] and asked to participate in the CES. Your participation is completely voluntary, but we hope you choose to take the survey. Your views and experiences are very important and sharing them will help inform positive change at [UNIVERSITY NAME], so please make your voice heard by taking the survey! The answers you provide will remain completely confidential and will not be linked to your identity.

Invitations to participate in the CES, as well as detailed information about the study, will arrive via your [UNIVERSITY NAME] email address. If you have any additional questions or comments, you can email them to: CollegeExperiences@rti.org.

Thank you in advance for participating in this important study! It is our hope that everyone given the opportunity to participate will do so.

President/Chancellor, [UNIVERSITY NAME]

C-3. Student Recruitment E-mail

FROM: College Experiences Survey
SUBJECT: College Experiences Survey – Your link and access code

Dear [*FIRST NAME* or [*SCHOOLNAME*] *STUDENT*],

[*UNIVERSITY NAME HERE*] is participating in the College Experiences Survey (CES), a pilot study of the sexual experiences and attitudes among undergraduate students at 11 schools around the country. The study is being conducted by RTI International—an independent, non-profit research organization.

You were chosen randomly from all undergraduate students at [*UNIVERSITY NAME HERE*] to be invited to participate in the CES. **For completing this brief web-based survey, you will receive a \$[*INCENTIVE AMOUNT*] gift card for a store of your choice from among 9 online and in-store options including Amazon.com, Starbucks, Walmart, Chili's, and Domino's Pizza.**

Please click on the following link to participate in the survey or to learn more about it. To take the survey, you will need the access code below.

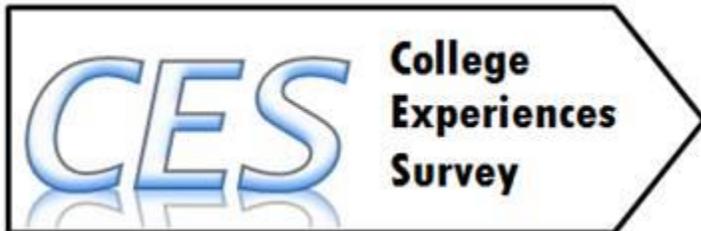
collegeexperiencesurvey.org

Your Access Code: [*ACCESS CODE*]

The survey will take about 15 minutes to complete. Your participation is completely voluntary. The answers you provide will remain completely confidential and will not be linked to your identity.

Your views and experiences are very important and your participation will help inform positive change at [*UNIVERSITY NAME*], so we hope you will make your voice heard by taking the survey!

To unsubscribe from further e-mails about the CES study, please click on [unsubscribe](#).



C-4. Generic Survey Home Page



Welcome to the College Experiences Survey (CES)

About the survey

- Nationwide, approximately 20,000 undergraduate students at 11 schools around the country were randomly selected to participate in the CES.
- The CES is a research study being conducted by [RTI International](#) (an independent, non-profit, research organization), with the support of each participating college or university. Students who were invited to participate in the CES can view a letter of support from their school after logging into the CES website below. The CES is sponsored by the [Bureau of Justice Statistics](#) and the [Office on Violence Against Women](#).
- The CES is a 15- minute web-based survey that asks about students' demographic characteristics, perceptions of school safety and school climate, experiences with unwanted sexual contact, and how schools handle various situations.
- We want the study to represent **all** undergraduate men and women, so we need everyone who was selected to participate no matter what experiences they have had.
- The survey is completely voluntary and students can choose to skip any questions or stop the survey at any time. The participating schools will not know which students took the survey.
- Students who take the survey will receive a gift card for a store of your choice from among 9 online and in-store options including: Amazon.com, Starbucks, Walmart, Chili's, Domino's Pizza, Staples, Dunkin' Donuts, Panera Bread, and CVS.
- Students' responses to the survey questions will remain completely confidential and no survey responses will ever be associated with students' identities. For questions about the survey, please email them to CollegeExperiences@rti.org. For questions about your rights as a study participant, you can call RTI's Office of Research Protection at 1-866-214-2043 (a toll-free number). Please feel free to print this home screen for your records.

To proceed to the CES website to take the survey or learn more about it, please click the box below. You will need the Survey Access Code that was e-mailed to you.

[Start the Survey](#)

C-5. Survey Start Page



Before starting the survey, please read these important facts.

The survey questions will ask about your demographic characteristics, perceptions of school safety and school climate, experiences with unwanted sexual contact (i.e., things that you may have done or had done to you), and how your school handles various situations.

Please answer honestly so that your views and experiences can help inform positive change at *[UNIVERSITY NAME]*.

Because of the sensitive content of this survey, some of the questions may make you feel uncomfortable. Please complete the survey in a private setting and access the local and national student support services provided at the end of the survey if you would like help.

Your responses to the survey questions will remain completely confidential and none of your survey responses will ever be associated with your identity.

RTI may combine your survey responses with basic administrative data about you provided by your school (e.g., academic data, transfer status), but no information about your identity will ever be linked to your survey data.

If you complete the survey, you will receive a **\$(*FILL INCENTIVE AMOUNT*)** gift card for a store of your choice from among 9 online and in-store options including: Amazon.com, Starbucks, Walmart, Chili's, Domino's Pizza, Staples, Dunkin' Donuts, Panera Bread, and CVS. Instructions on how to claim the gift card will be e-mailed to you within approximately 2 business days of completing the survey.

You can stop and re-enter the survey where you left off, using your Survey Access Code.

DO NOT share your Survey Access Code with anyone.

For questions about the survey, you can email **CollegeExperiences@rti.org**. For questions about your rights as a study participant, you can call RTI's Office of Research Protection at 1-866-214-2043 (a toll-free number). Comments regarding cost, burden, and data usage may be sent to the Bureau of Justice Statistics Director at Bureau of Justice Statistics, 810 Seventh Street, NW Washington, DC 20531. *Title 42, Section 3732, United States Code, authorizes the Bureau of Justice Statistics, Department of Justice, to collect information using this survey and*

requires us to keep all information about you strictly confidential. Under the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB number. The valid OMB control number for this information collection is OMB 1121-0339. Please feel free to print this screen for your records.

Would you like to view the letter of support from [UNIVERSITY NAME]?

- Yes [IF YES, DISPLAY LETTER OF SUPPORT]
- No

If you understand the study, please indicate whether you agree to participate.

- Yes – I would like to participate
- No – I do not wish to participate [TERMINATE]

C-6. National Student Support Services Listed for Survey Participants

National Resources

National Crisis Centers

Human Trafficking Resource Center. The National Human Trafficking Resource Center is a 24/7 hotline that provides callers with comprehensive services, including crisis intervention, urgent and non-urgent referrals for services, tip reporting, information on human trafficking and technical assistance for the anti-trafficking field. The center connects callers with referrals and resources in their local area using an up-to-date national database of over 3000 referral sources and first responders. *Call (888)373-7888 For more information please visit, <http://www.polarisproject.org/>*

The National Sexual Assault Hotline. The Rape Abuse Incest National Network Online Hotline is the nation's first online crisis hotline and provides free, anonymous help and high-quality support services online 24 hours a day, 7 days a week. Additionally with more than 1,000 community rape crisis center partners, RAINN provides help by phone to victims, survivors and loved ones across the country *Call 800-656-HOPE (4673) For more information please visit, <https://www.rainn.org/get-help>*

Additional Resources—Get Involved!

Men Can Stop Rape. The Men Can Stop Rape Initiative mobilizes male youth to prevent men's violence against women. We build young men's capacity to challenge harmful aspects of traditional masculinity, to value alternative visions of male strength, and to embrace their vital role as allies with women and girls in fostering healthy relationships and gender equity. *For more information please visit, <http://www.mencanstoprape.org/>*

National Alliance to End Sexual Violence. Leaders from statewide organizations joined with local rape crisis centers and prominent national advocates to create the National Alliance to End Sexual Violence. Its mission is to provide a missing voice in Washington for state coalitions and local programs advocating and organizing against sexual violence and for survivors. *For more information please visit, <http://www.endsexualviolence.org/>*

The National Center for Victims of Crime. This center has become the nation's leading resource and advocacy organization for victims of all types of crime and for the people who serve them. They have enabled more people to understand that justice for victims involves more than holding offenders accountable for their crimes. Their work involves providing victims full participation in the criminal justice process and the means to overcome the physical, emotional, and financial

C-7. Follow-up Reminder E-mails

(1st Follow-up E-mail Reminder)

FROM: College Experiences Survey
SUBJECT: Please help by taking the College Experiences Survey

Dear [*FIRST NAME* or [*SCHOOLNAME*] *STUDENT*],

This is a reminder that you were selected to participate in the College Experiences Survey (CES). Please click on the following link to participate in the web survey or to learn more about it. You will need the Survey Access Code below to start the survey. **For completing this brief survey, you will receive a \$[*INCENTIVE AMOUNT*] gift card for a store of your choice from among 9 online and in-store options including Amazon.com, Starbucks, Walmart, Chili's, and Domino's Pizza.**

collegeexperiencesurvey.org

Your Survey Access Code: [*ACCESS CODE*]

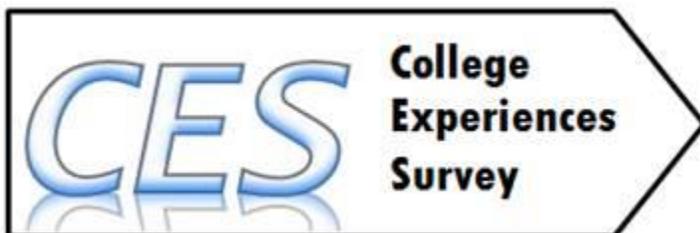
The CES is a pilot study of the sexual experiences and attitudes among undergraduate students at 11 schools around the country. The study is being conducted by RTI International--a non-profit research organization.

You were chosen randomly from all undergraduate students at [*UNIVERSITY NAME HERE*] to be invited to participate in the CES, and we really need you to take the survey so that your views and experiences are represented.

The survey will take about 15 minutes to complete. Your participation is completely voluntary. The answers you provide will remain completely confidential and will not be linked to your identity.

Thanks in advance for your participation.

To unsubscribe from further e-mails about the CES study, please click on [unsubscribe](#).



(2nd Follow-up E-mail Reminder)

FROM: College Experiences Survey
SUBJECT: Reminder: Please take the College Experiences Survey

Dear [*FIRST NAME* or [*SCHOOLNAME*] *STUDENT*],

You were randomly selected from all undergraduate students at [*UNIVERSITY NAME HERE*] to share your experiences and opinions in the College Experiences Survey (CES). We cannot replace you in the sample and really need you to participate in the survey so that your views and experiences are represented. **For completing this brief survey, you will receive a \$[*INCENTIVE AMOUNT*] gift card for a store of your choice from among 9 online and in-store options including Amazon.com, Starbucks, Walmart, Chili's, and Domino's Pizza.**

Please click on the following link to participate in the web survey or to learn more about it. You will need the Survey Access Code below to start the survey.

collegeexperiencesurvey.org

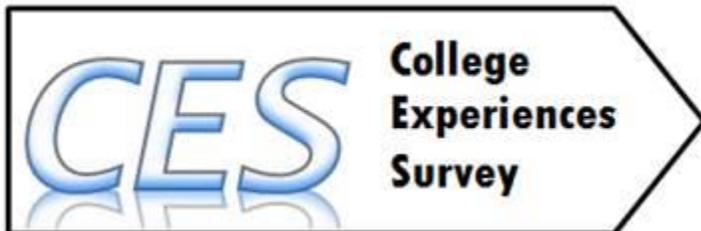
Your Access Code: [*ACCESS CODE*]

The CES is a pilot study of the sexual experiences and attitudes among undergraduate students at 11 schools around the country. The study is being conducted by RTI International--a non-profit research organization.

The survey will take about 15 minutes to complete. Your participation is completely voluntary. The answers you provide will remain completely confidential and will not be linked to your identity.

We greatly appreciate your participation.

To unsubscribe from further e-mails about the CES study, please click on [unsubscribe](#).



(3rd and 4th Follow-up E-mail Reminder)

FROM: College Experiences Survey

SUBJECT: Time is running out for the College Experiences Survey

Dear [*FIRST NAME* or [*SCHOOLNAME*] *STUDENT*],

This is a reminder that you were selected to participate in the College Experiences Survey (CES). Please click on the following link to participate in the web survey or to learn more about it. You will need the Survey Access Code below to start the survey. **For completing this brief survey, you will receive a \$[*INCENTIVE AMOUNT*] gift card for a store of your choice from among 9 online and in-store options including Amazon.com, Starbucks, Walmart, Chili's, and Domino's Pizza.**

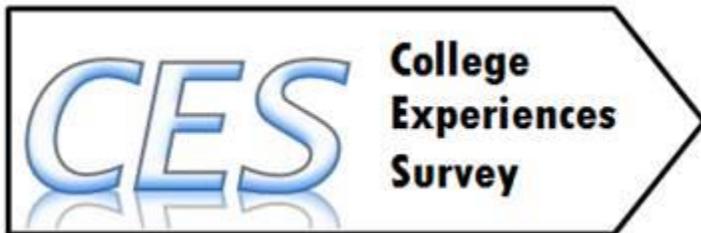
collegeexperiencesurvey.org

Your Survey Access Code: [*ACCESS CODE*]

The survey will take about 15 minutes to complete. Your participation is completely voluntary. The answers you provide will remain completely confidential and will not be linked to your identity.

We appreciate your participation!

To unsubscribe from further e-mails about the CES study, please click on [unsubscribe](#).



(Final Follow-up E-mail Reminder)

FROM: College Experiences Survey
SUBJECT: College Experiences Survey – Last Chance

Dear [*FIRST NAME* or [*SCHOOLNAME*] *STUDENT*],

Over the past several weeks we have contacted you to ask for your participation in the College Experiences Survey (CES). Our records show that you have not yet completed the survey. We would really like your input. We will end the survey in three days so we can begin analyzing the data, so please respond as soon as possible.

Please click on the following link to participate in the web survey or to learn more about it. You will need the Survey Access Code below to start the survey.

collegeexperiencesurvey.org

Your Access Code: [ACCESS CODE]

If you complete the survey, you will receive a \$[INCENTIVE AMOUNT] gift card for a store of your choice from among 9 online and in-store options including Amazon.com, Starbucks, Walmart, Chili's, and Domino's Pizza as a token of appreciation. The survey will take about 15 minutes to complete.

Thanks very much for participating in this important study.

To unsubscribe from further e-mails about the CES study, please click on [unsubscribe](#).

