

**Appendix C:**  
**STEP Notification E-mail Messages**

## **E-mail Notification of System Launch**

Dear STEP awardees:

We are pleased to announce that the online data collection system for the National Science Foundation (NSF) Science, Technology, Engineering, and Mathematics Talent Expansion Program (STEP) is now open. To expedite the data entry process, all awardees that have not logged in by November 29 will be contacted by phone. The deadline for submitting all data is January 15, 2008.

We look forward to your participation in this data collection effort. Your cooperation will help us provide NSF with the type of information needed to report on developments in the STEP program.

### **Login Information**

To access the system you will need a Web browser such as Netscape Navigator (version 6.0 or higher) or Microsoft Internet Explorer (version 5.0 or higher). By default, principal investigators (PIs) and institution leaders are provided with an institution ID and password for the survey. Respondents other than PIs/institution leaders will need to use a PI/institution leader's ID and password.

Log in to STEPWeb by entering your institution ID and password at <http://step.qrc.com>. We have assigned the following unique institution ID and password to your award:

### **Institution ID:**

### **Password:**

### **STEP Technical Support**

If you have any questions please contact STEP Technical Support by e-mail (preferred) at [step@qrc.com](mailto:step@qrc.com) or phone at (866) 227-7127.

Fiscal year (FY) 2006 awards will first report data for the July 1, 2005–June 30, 2006 reporting period; these will be your baseline data. Once these data have been submitted to NSF, data for the current reporting period (July 1, 2006–June 30, 2007) may be submitted.

FY 2003, 2004, and 2005 awards will report data for the current reporting period (July 1, 2006–June 30, 2007) only.

### **STEP Online Survey Items**

The survey includes the following items:

- Your Contact Information
- Institution Definitions
- Student Demographics

- Strategies & Activities
- Challenges
- Other Influences
- Student Reach of Project

Note: Only the first three items are included in the baseline year.

### **Saving Data**

To save data in the STEP online survey, enter all or some of the required data for a screen and select the **Save** button. Later you may return to the screen and add additional information until the validations have been satisfied. Leaving a screen without selecting **Save** will result in the data not being saved.

### **Final Submission**

After providing all the required information, you must go to the Final Submission screen. Please note that final submission will not be permitted until all required data for each section have been entered; if all required data have not been entered, an error message will be displayed. Hyperlinks to the incomplete sections will be displayed for ease in returning to the sections in question. In addition, all partner institution data must be submitted before lead institution data can be final submitted.

If you have any questions, please contact STEP Technical Support at [step@qrc.com](mailto:step@qrc.com).

Thank you very much for your assistance.

Sincerely,

Susan Hixson  
Lead Program Director, STEP  
National Science Foundation

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### **E-mail Reminders for Awardees**

Dear [First Name] [Last Name]:

At this time we are requesting that you begin wrapping up entering your NSF STEP data into the online survey. The opening letter that was sent out November 15, 2007 contained all of the login information as well as how many data cycles your institution is required to complete by January 15, 2008.

The baseline year has only three sections to be completed; the subsequent data cycle has seven sections requiring data, bringing you to the July 1, 2006–June 30, 2007 reporting period.

Each screen will display the reporting period date just below the NSF logo to help you keep track of which data cycle you are in. The last reporting period for the current data collection is July 1, 2006–June 30, 2007.

The URL is <http://step.qrc.com>.

If you have any questions or concerns about the NSF STEP online survey please e-mail [step@qrc.com](mailto:step@qrc.com).

Thank you.

STEP Technical Support  
[step@qrc.com](mailto:step@qrc.com)  
(866) 227-7217

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Dear [First Name] [Last Name]:

At this time your STEP online survey is overdue. The deadline for completing the survey was January 15, 2008. As of now you still have two (2) years of data to report. Reporting of these data is a requirement of your award (please reference the Reporting Requirements section of the STEP Program Solicitation – <http://www.nsf.gov/pubs/2004/nsf04529/nsf04529.htm#reportreq>).

We are aware that this is a busy time of year, however we strongly encourage you to complete any outstanding sections of the survey as soon as possible.

Please e-mail a request for an extension to STEP Technical Support at [step@qrc.com](mailto:step@qrc.com) and include an estimated date of completion. Please also let us know if you have any questions or need assistance. If you are a lead institution and are being held up from final submitting by a partner institution, please contact STEP Technical Support to discuss your situation.

Thank you,

STEP Technical Support  
[step@qrc.com](mailto:step@qrc.com)  
(866) 227-7217