MSP Start Project Administrative Survey

The National Science Foundation (NSF) is collecting annual information about each of its Math and Science Partnership (MSP) projects. The purpose of the MSP Start Project Administrative Survey is:

- To maintain an up-to-date list of all IHE, K–12 District, and Profit/Not-For-Profit partners in • vour MSP Start project;
- To indicate which of your project partners were included in the original MSP Start proposal and • which partners have joined the program since the project's inception;
- To register all project participants to complete the appropriate survey by assigning login names • and passwords: and
- To monitor survey completion.

This Administrative Survey must be completed in full before your MSP Start project participants can complete their individual surveys. Therefore, you need to complete this section as soon as possible.

Register Your Partners and Participants

| IHE Partners | K–12 District Partners | Profit/Not-For-Profit Partners |
|------------------|------------------------|---------------------------------------|
| [Links to pages] | | |

[Links to pages]

Once all participants have been registered, please communicate the assigned login names and passwords to all appropriate individuals along with the web address for the survey (www.msp-mis.org). To protect respondent confidentiality, all participants will be asked to change their passwords upon their initial login to the system. You will not have access to participants' new passwords. If a participant forgets his or her new password, please contact us to have the password re-set.

Each individual who has participated in your MSP Start project since its inception must complete their survey by [DATE]. You may monitor survey completion suing the Survey Management links below. These links will allow you to view survey status and re-open any survey as necessary. A check mark to the left of the survey link indicates that all surveys are complete and have been submitted.

Survey Management

| PIs/Co-PIs | IHE Participants |
|-------------------|------------------------------------|
| K–12 Participants | Profit/Not-For-Profit Participants |
| Å. | |

[Links to pages]

If you have any questions about the MSP Management Information System, please contact:

TO BE DETERMINED

1-800-937-8281, ext. XXXX mspmis@westat.com Westat 1550 Research Boulevard Rockville, Maryland 20850

[IHE Partner Screen]

MSP Start IHE Partners

The following list of IHE Partners has been pre-filled with information provided by your MSP. Please verify the partner status of the IHE Partners that have been prefilled; if needed, you may correct the pre-filled status by using the drop-down menu. You may add IHE Partners to this list by using the fields below the table.

| IHE ID | IHE Name | Partner Status (Drop down) |
|--------|----------|----------------------------|
| 11 | | |
| 12 | | |
| 13 | | |

Add a new IHE Partner by entering the District Name and Partner Status. Click the *Add* button to submit:

| IHE Partner Name: | Partner status: | | Add button |
|-------------------|-----------------|------------------|------------|
| Entry field | Drop down: | Original Partner | |
| | | New Partner | |

MSP Start Principal Investigator/Co-Principal Investigators at IHE Partners

Please enter login names for *each IHE-based* PI and Co-PI for your MSP Start project. Each PI/Co-PI should complete his/her own individual survey. **You can register PIs and Co-PIs who are based at K– 12 District partners on the K–12 District Partner Screen.**

| IHE User ID | IHE Partner | Login Name | Password |
|-------------|-------------|------------|----------|
| 110 | | | |
| 111 | | | |
| 112 | | | |

Add a PI/Co-PI by selecting the IHE partner and entering a login name for the PI/Co-PI. Click the *Add* button to submit. The system will automatically generate a password for this individual.

| IHE Partner: | Login Name: | Add button |
|--------------|-------------|------------|
| Drop down | Entry field | |

MSP Start IHE Participants

Please register *each* IHE STEM and Education faculty member and administrator (e.g., dean, department chair) who was 1) directly supported by the MPS Start grant, and/or 2) directly participated in the development or implementation of MSP Start activities. **Project PIs/Co-PIs should** <u>not</u> **complete an IHE Participant Survey.**

| IHE User ID | IHE Partner | Login Name | Password |
|-------------|-------------|------------|----------|
| 210 | | | |
| 211 | | | |
| 212 | | | |

Add an IHE Participant by selecting the IHE partner and entering a login name for the IHE Participant. Click the *Add* button to submit. The system will automatically generate a password for this individual.

| IHE Partner: | Login Name: | Add button |
|--------------|-------------|------------|
| Drop down | Entry field | |

[K–12 Partner Screen]

MSP Start K–12 Partners

The following list of K–12 District Partners has been pre-filled with information provided by your MSP. Please verify the partner status of the K–12 District Partners that have been prefilled; if needed, you may correct pre-filled status by using the drop-down menu. You may add K–12 District Partners to this list by using the fields below the table.

| District ID | K–12 District Name | Partner Status (Drop down) |
|-------------|--------------------|----------------------------|
| 21 | | |
| 22 | | |
| 23 | | |

Add a new K–12 District Partner by entering the District Name and Partner Status. Click the *Add* button to submit:

| K–12 District Name: | Participation s | Participation status: | |
|---------------------|-----------------|-----------------------|--|
| Entry field | Drop down: | Original Partner | |
| | | New Partner | |

MSP Start Principal Investigator/Co-Principal Investigators at K–12 District Partners

Please enter login names for *each K–12 District-based* PI and Co-PI for your MSP Start project. Each PI/Co-PI should complete his/her own individual survey. **You can register PIs and Co-PIs who are based at IHE partners on the IHE Partner Screen.**

| K–12 User ID | K–12 District Name | Login Name | Password |
|--------------|--------------------|------------|----------|
| 110 | | | |
| 111 | | | |
| 112 | | | |

Add a PI/Co-PI by selecting the K–12 District partner and entering a login name for the PI/Co-PI. Click the *Add* button to submit. The system will automatically generate a password for this individual.

| K–12 District Name: | |
|---------------------|--|
| Drop down | |

Login Name: Entry field Add button

MSP Start K–12 District Participants

Please register *each* K–12 district administrator, school administrator, teacher or support staff member, or parent that participated in your MSP Start project activities. **District-based project PIs/Co-PIs should not complete a K–12 District Participant Survey.**

| K-12 User ID | K–12 District Name | Login Name | Password |
|--------------|--------------------|------------|----------|
| 310 | | | |
| 311 | | | |
| 312 | | | |

Add a K–12 Participant by selecting the K–12 District partner and entering a login and password for the K–12 District participant. Click the *Add* button to submit. The system will automatically generate a password for this individual.

| K–12 District Name: | Login Name: | Add button |
|---------------------|-------------|------------|
| Drop down | Entry field | |

[Profit/Not-For-Profit Screen]

MSP Start Profit/Not-For-Profit Partners

The following list of Profit/Not-For-Profit Partners has been pre-filled with information provided by your MSP. Please verify the partner status of the Profit/Not-For-Profit Partners that have been prefilled; if needed, you may correct the pre-filled status by using the drop-down menu. You may add partners to this list by using the fields below the table.

| Other ID | Other Partner Name | Other Partner Status (Drop down) |
|----------|--------------------|----------------------------------|
| 31 | | |
| 32 | | |
| 33 | | |

Add a new Profit/Not-For-Profit Partner by entering the District Name and Partner Status. Click the *Add* button to submit:

| Partner Name: | Participation sta | atus: | Add |
|---------------|-------------------|------------------|-----|
| Entry field | Drop down: | Original Partner | |
| | | New Partner | |

MSP Start Other Partner Participants

Register each Profit or Not-For-Profit participant who participated in your MSP Start project activities.

| User ID | Other Partner Name | Login | Password |
|---------|--------------------|-------|----------|
| 410 | | | |
| 411 | | | |
| 412 | | | |

Add a Profit or Not-For-Profit Participant by selecting the Profit/Not-For-Profit partner and entering a login name. Click the *Add* button to submit. The system will automatically generate a password for this individual.

Partner: Drop down Login Name: Entry field Add button

[Survey Management Screen]

IHE Participant Survey

[Also screens for Principal Investigator Survey, K–12 Participant Survey, Profit/Not-For-Profit Participant Survey]

The districts listed below are required to complete the MSP Start IHE Participant Survey. If a participant's survey has been submitted to the system and the survey needs to be edited, click the "Reopen" icon to change the survey status to "Not Submitted".

| User ID | Login | Survey Status | Reopen Survey |
|---------|-------|---------------|---------------|
| | | | |
| | | | |