

[\[Home Screen\]](#)

## ***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 your 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**

<b>IHE Partners</b>	<b>K–12 District Partners</b>	<b>Profit/Not-For-Profit Partners</b>
---------------------	-------------------------------	---------------------------------------

[\[Links to pages\]](#)

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](http://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 using 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**

<b>PIs/Co-PIs</b>	<b>IHE Participants</b>
<b>K–12 Participants</b>	<b>Profit/Not-For-Profit Participants</b>

[\[Links to pages\]](#)

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

**TO BE DETERMINED**

1-800-937-8281, ext. **XXXX**

[mspms@westat.com](mailto:mspms@westat.com)

Westat

1550 Research Boulevard

Rockville, Maryland 20850



### 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 not 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



### 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:  
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