



Informal Science Education Program



To enter the Informal Science Education (ISE) Project Monitoring System, please type your User Login and Password in the boxes below, then click on **Login**.

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User Login:	annual
Password:	•••••

OMB # 3145-0158 Expiration Date: 7/31/2009
Informal Science Education (ISE) Project Monitoring System

Sponsored by the
National Science Foundation
Conducted by
Westat
1650 Research Boulevard
Rockville, Maryland 20850

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Public Burden

Submission of the requested information is voluntary. Failure to provide full and complete information, however, may reduce the possibility for continuing support through the award/project subject to this survey. The public reporting burden for this collection of information is estimated to average 24.0 person hours for the baseline survey, 8.0 person hours for each annual update, and 16.0 person hours for the final update, including the time for reviewing instructions. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Suzanne Plimpton, Reports Clearance Officer for OMB Collection 3145-0158, National Science Foundation, 4201 Wilson Blvd., Suite 295, Arlington, VA 22230.

If you have any questions, contact: John Wells, 1-800-937-8281, ext. 2663 Fax: 800-254-0984,
isehelp@westat.com

[Contact Us](#)



This update has been authorized by the National Science Foundation. While you are not required to respond, your cooperation will ensure that the results of this monitoring system are comprehensive, accurate, and timely.

INSTRUCTIONS FOR COMPLETING THE ISE ANNUAL UPDATE

The National Science Foundation (NSF) is collecting annual information from all of its Informal Science Education (ISE) projects. The purpose is to obtain data that can be used to evaluate the collective impact of the ISE portfolio of funded projects, to monitor participants' activities and accomplishments, and to obtain information that can inform the design of future ISE efforts.


Some of this information can be taken directly from your original ISE proposal. You should contact John Wells at Westat at 1-800-937-8281, ext. 2663 if you have any questions about how to respond to a particular item.

For guidance in using this system, click the Help button at the top of the screen. This will take you to a description of how to navigate the system, as well as a printable version of the Primer which contains additional information about how to address specific items.

Please complete each of the following sections of the annual update as they pertain to your ISE project. A check mark to the left of a section indicates that the section is complete.

<input checked="" type="checkbox"/> Information about the Lead Organization	<input checked="" type="checkbox"/> Information about Individual Members of the Project Team	<input checked="" type="checkbox"/> Information about Organizational Partners and Contractors
<input checked="" type="checkbox"/> Information about Project Deliverables	<input checked="" type="checkbox"/> Information about Project Impacts	<input checked="" type="checkbox"/> Information about ISE Program Improvement

Annual Update Status: **Complete**

Submit 

You have now completed all six sections of the Annual Update. All information for your project has been recorded. Click on the Submit button above to submit your report to NSF.



Information about the Lead Organization

Question 1

Please review and update the following contact information for this organization. If there are no changes, click on Save & Continue.

*** Denotes required field.**

* PIPD Name:	<input type="text" value="John Doe"/>
* Street Address:	<input type="text" value="1001 Museum Drive"/>
* City:	<input type="text" value="Rockville"/>
* State:	<input type="text" value="Maryland"/>
* ZIP Code:	<input type="text" value="12345"/>
* Telephone: (###-###-####)	<input type="text" value="301-123-4567"/>
Fax: (###-###-####)	<input type="text" value="301-765-4321"/>
Email:	<input type="text" value="johndoe@moonmuseum.org"/>
Web Address:	<input type="text" value="www.moonmuseum.org"/>



Information about the Individual Members of the Project Team

This collects information about each individual Co-PI, advisors, key team member and consultant that will be making substantial contributions to your ISE project. For the purposes of this collection, only include individuals that will be committing at least one day per year or at least five days over the life of the project.

To add a Co-PI, advisor, key team member or consultant, click on the *Add An Individual* button below.

To provide or update information on a Co-PI, advisor, key team member or consultant listed below, click on the link in the matrix (in the column titled *Name of Individual*).

Provide the following information about the individual Co-PIs, advisors, key team members or consultants that will be involved in the design and implementation of your project:

Name of Individual	Information Complete?	
Josh Walls	<input checked="" type="checkbox"/>	

Add An Individual

If you have completed adding and updating the individual members of your project team, please click the Submit button to the right.

Submit
Section





Information about the Individual Members of the Project Team

Questions 1-5

Please review and update the following contact information for this project team member. If there are no changes, click on Save & Continue. If this individual is no longer a member of the project team, please indicate 0 hours in Question 5.

*** Denotes required field.**

* 1. Name:

* 2. What organization is this individual affiliated with?

* 3. What role will this individual assume on your project?

4. What is this individual's email address?

* 5. What is the anticipated level of effort for this individual?



Information about Organizational Partners and Contractors

Question Guide

- Question 1
- Partners

Question 1

Describe your progress in developing or strengthening partnerships or linkages between your project and your project's organizational partners and contractors, including formal education organizations (e.g., K-12 school systems or universities) during the past year:

The project was able to establish partnerships with all K-12 school districts in the area, which allowed for all high school students to visit the exhibit.

Save & Continue



Information about Organizational Partners and Contractors

Question Guide

- Question 1
- Partners

The remainder of this section provides your project the opportunity to update information on each of your organizational partners and contractors. In completing this section, please be sure to provide information about any organizations that have been added to your project during the past year. These include subawardees, dissemination sites, co-funders who have provide at least 10% of the total project budget, and contractors that play a key role (e.g., evaluation firm, exhibit design firm).

To provide or update information on an organization listed below, click on the link in the matrix (in the column titled *Organizational Partner/Contractor Name*).

To add an organization, click on the *Add A Partner/Contractor* below.

Organizational Partner/Contractor Name	Information Complete?	
Research Enterprises, Inc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Exhibit Designers, Inc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add A Partner/Contractor

*If you have completed adding and updating your organization's partners and contractors, or if you have no partners or contractors, please click the **Submit** button to the right.*

Submit Section





Information about Organizational Partners and Contractors

Please review and update the following contact information for this organization. If there are no changes, click on Save & Continue.

* Denotes required field.

* Primary contact:	<input type="text" value="Larry Silverstone"/>
* Street address:	<input type="text" value="1234 Main St."/>
* City:	<input type="text" value="Washington"/>
* State:	<input type="text" value="District of Columbia"/>
* ZIP code:	<input type="text" value="12345"/>
* Telephone: (###-###-####)	<input type="text" value="202-123-4567"/>
Fax: (###-###-####)	<input type="text" value="202-765-4321"/>
Email:	<input type="text" value="larrysilverstone@research.com"/>
Web address:	<input type="text" value="www.research.com"/>



Information about Organizational Partners and Contractors

Please review and update the following contact information for this organization. If there are no changes, click on Save & Continue.

* Denotes required field.

* Primary contact:	<input type="text" value="Kevin Harold"/>
* Street address:	<input type="text" value="123 1st St."/>
* City:	<input type="text" value="San Diego"/>
* State:	<input type="text" value="California"/>
* ZIP code:	<input type="text" value="12345"/>
* Telephone: (###-###-####)	<input type="text" value="619-765-4321"/>
Fax: (###-###-####)	<input type="text" value="619-123-4567"/>
Email:	<input type="text" value="kevinharold@exhibitdesigners.com"/>
Web address:	<input type="text" value="www.exhibitdesigners.com"/>



Information about Project Deliverables

Question Guide

- Question 1
- Question 2
- Question 3
- Question 4
- Question 5
- Deliverables

Question 1

Were there any significant changes to the scope or substance of your project during the past year?

- Yes
 No

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Information about Project Deliverables

Question Guide

- Question 1
- Question 2
- Question 3
- Question 4
- Question 5
- Deliverables

Question 2

Describe any significant changes to the scope or substance of your project that occurred during the past year:

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Information about Project Deliverables

Question Guide

- Question 1
- Question 2
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- Deliverables

Question 3

Is your project currently on budget (i.e., within 10% overall and within budget line items)?

- Yes
- No

[Save & Continue](#)



Information about Project Deliverables

Question Guide

- Question 1
- Question 2
- Question 3
- Question 4
- Question 5
- Deliverables

Question 4

Describe (1) the budget variances, (2) how the budget variances might impact the scope and substance of your project, and (3) steps that are being taken to address these budget variances:



Information about Project Deliverables

Question Guide

- Question 1
- Question 2
- Question 3
- Question 4
- Question 5
- Deliverables

Question 5

Describe any significant evaluation activities that occurred during the past year, including carrying out front-end, formative, remedial, or summative evaluation:

Data collection for the formative evaluation began, and a data collection plan for the summative evaluation was finalized.

Save & Continue



Information about Project Deliverables

Question Guide

- Question 1
- Question 2
- Question 3
- Question 4
- Question 5
- Deliverables

Question 1

Were there any significant changes to the scope or substance of your project during the past year?

- Yes
 No

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Information about Project Deliverables

Question Guide

- Question 1
- Question 2
- Question 3
- Question 4
- Question 5
- Deliverables

Question 2

Describe any significant changes to the scope or substance of your project that occurred during the past year:

We decided to add the 2nd floor of the museum to the exhibit and to incorporate more information on the history and mythology about moons and planets.

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Information about Project Deliverables

Question Guide

- Question 1
- Question 2
- Question 3
- Question 4
- Question 5
- Deliverables

Question 3

Is your project currently on budget (i.e., within 10% overall and within budget line items)?

Yes

No

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Information about Project Deliverables

Question Guide

- Question 1
- Question 2
- Question 3
- Question 4
- Question 5
- Deliverables

Question 4

Describe (1) the budget variances, (2) how the budget variances might impact the scope and substance of your project, and (3) steps that are being taken to address these budget variances:

The second floor addition has increased our budget by 25%. We have made up this shortfall by seeking additional funding from local businesses.

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Information about Project Deliverables

Question Guide

- Question 1
- Question 2
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- Deliverables

This section collects information about each major deliverable that your project is designed to produce.

To add a deliverable, click on the *Add A Deliverable* button below.

To provide or update information on a deliverable listed below, click on the link in the matrix (in the column titled *Deliverable Name*).

Deliverable Name	Information Complete?	
The Earth's Moon Museum Exhibit	<input checked="" type="checkbox"/>	
The Earth's Moon Website	<input checked="" type="checkbox"/>	

Add A Deliverable

*If you have completed adding and updating your organization's deliverable, please click the **Submit** button to the right.*

Submit Section





Information about Project Deliverables

Question Guide

- Question 1
- Question 2
- Question 3

In prior annual reports, you projected the status of The Earth's Moon Museum Exhibit as follows:

End of Year 1: Complete

End of Year 2: Complete

End of Year 3: Complete

End of Year 4: Complete

End of Year 5: Complete

Question 1

What is the status of this deliverable?

- Completed
- On or ahead of schedule (i.e., by one month or more)
- Behind schedule (i.e., by one month or more)
- No longer part of the ISE project

[Save & Continue](#)



Information about Project Deliverables

Question Guide

- Question 1
- Question 2
- Question 3

In prior annual reports, you projected the status of The Earth's Moon Website as follows:

End of Year 1: Website content determined, initial programming completed

End of Year 2: Programming completed, website available to public

Question 1

What is the status of this deliverable?

- Completed
- On or ahead of schedule (i.e., by one month or more)
- Behind schedule (i.e., by one month or more)
- No longer part of the ISE project

Save & Continue



Information about Project Deliverables

Question Guide

- Question 1
- Question 2
- Question 3

Question 2

Please describe (1) the factors that contributed to this deliverable being behind schedule, (2) what impact this delay has on the overall project, and (3) how you are addressing this delay:

Adding the 2nd floor has put the exhibit behind schedule. We have pushed back the opening date by 6 months, and will postpone the closing date by 6 months.

Save & Continue



Information about Project Deliverables

Question Guide

- Question 1
- Question 2
- Question 3

In prior annual reports, you projected the status of The Earth's Moon Website as follows:

End of Year 1: Website content determined, initial programming completed

End of Year 2: Programming completed, website available to public

Question 1

What is the status of this deliverable?

- Completed
- On or ahead of schedule (i.e., by one month or more)
- Behind schedule (i.e., by one month or more)
- No longer part of the ISE project

[Save & Continue](#)



Information about Project Deliverables

Question Guide

- Question 1
- Question 2
- Question 3

Question 3

Please describe why this deliverable has been dropped:





We have decided that the moon is no longer an important part of our solar system. Children would be better off learning about Pluto.

Save & Continue



Information about Project Deliverables

Question Guide

-  [Questions 1-2](#)
-  [Question 3](#)
-  [Question 4](#)
-  [Question 5](#)

Questions 1-2

*** Denotes required field.**

*** 1. What is the name or title of the deliverable?**

Mythology and History of the Moon

*** 2. Please provide a brief description (1-2 sentences) of the deliverable and discuss any innovative aspects of this deliverable.**

2nd floor of museum will show the changing understanding of the i

Save & Continue





Information about Project Deliverables

Question Guide

- Questions 1-2
- Question 3
- Question 4
- Question 5

Question 3

Please indicate the category that best describes the deliverable type:

- Collaborative/consortium/network
- Conference/seminar/meeting
- Educational technology
- Exhibition (permanent)
- Exhibition (traveling or temporary)
- Educational program (other than TV or radio)
- Film/video
- Professional development
- Publication
- Radio program
- Research (not including the evaluation component of this project)
- Software
- TV Show
- Web site/cyber infrastructure
- Other (specify)

Specify

Save & Continue



Information about Project Deliverables

Question Guide

- [Questions 1-2](#)
- [Question 3](#)
- [Question 4](#)
- [Question 5](#)

Question 4

Please indicate whether the deliverable is a primary or secondary focus of the project:

- Primary (i.e., at least 25 percent of your ISE project effort)
- Secondary (i.e., less than 25 percent of your ISE project effort)

[Save & Continue](#)



Information about Project Deliverables

Question Guide

- Questions 1-2
- Question 3
- Question 4
- Question 5

Questions 5

Based on your project timeline, please identify the projected status of this deliverable at the end of each year of the project:

By the end of Year 1:

Exhibit will be planned and designed.

By the end of Year 2:

Exhibit will be opened.

By the end of Year 3:

By the end of Year 4:

By the end of Year 5:

Save & Continue





Information about Project Impacts

Question Guide

- Question 1
- Question 2a
- Question 2b
- Question 2c
- Impacts

Question 1

What do you consider to be your most significant project accomplishment during the past year? What is noteworthy about this accomplishment?

aa

Save & Continue



Information about Project Impacts

Question Guide

- Question 1
- Question 2a
- Question 2b
- Question 2c
- Impacts

Question 2a

Public Audiences Only

For *each* of the following methods for reaching public audiences that pertain to your project, please provide your best estimate of the number of individuals that were reached by the deliverables associated with your project during the previous year.

To add a new public setting and/or a new method to reach public audiences, click on the *Add A Public Setting/Method* button below.

To provide or update information on an organization, setting, or method listed below, click on the link in the matrix (in the column titled **Organization/Setting/Method Name**).

Organization/Setting/Method Name	Information Complete?
Museum of the Moon	<input checked="" type="checkbox"/>

Add A Public Setting/Method

If you have completed adding and updating your organizations, settings, and methods for reaching public audiences, please click the Submit button to the right.

Submit Section





Information about Project Impacts

Please review and update the following information for this public audience:

* Denotes required field.

* Organization/Setting/Method Name:

* Zip code:

* Organization/Setting/Method Type:

* Status of deliverable:

Number of ISE participants during the previous year:

Source of count:



Information about Project Impacts

Question Guide

- Question 1
- Question 2a
- Question 2b
- Question 2c
- Impacts

Question 2b. Public audiences only

Provide the number of users, listeners, or viewers during the past year	
Internet	<input type="text" value="0"/>



Information about Project Impacts

Question Guide

- [Question 1](#)
- [Question 2a](#)
- [Question 2b](#)
- [Question 2c](#)
- [Impacts](#)

This section collects information about each impact that your project is designed to produce.

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2. [PROFESSIONAL AUDIENCE IMPACTS](#)
3. [STRATEGIC IMPACTS](#)



Information about Project Impacts

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1. PUBLIC AUDIENCE IMPACTS

Public audience impacts refer to the outcomes that you expect to emerge as a result of an informal learner's participation in your project's deliverables. These impacts should be specific, realistic, measurable, and achievable through your project's deliverables and strategies. When determining impacts, it should be noted that these do not include such factors as the number of participants; rather, an impact is defined as what occurs as a result of their participation. Examples of impacts include (1) gains in knowledge or acquisition of new skills (e.g., viewers have increased comprehension of specific scientific concepts when compared with non-viewers), (2) changes in behavior (e.g., access website following museum visit), and (3) changes in attitudes (e.g., survey results indicating greater interest in science).

To add a *public audience impact*, click on the *Add A Public Audience Impact* button below.

To provide or update information on an impact listed below, click on the link in the matrix (in the column titled *Public Audience Impact*).

Public Audience Impact	
Children will know more about a variety of plant life.	

[Add A Public Audience Impact](#)



Information about Project Impacts

Question Guide

Question 1a

Question 1a

Please indicate your progress on achieving this impact:

- On track to achieve impact *during* the period of the ISE grant
- On track to achieve this impact *after* the period of the ISE grant
- No longer considered to be an impact for this ISE project

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Information about Project Impacts

Question Guide

Question 1a

Question 1a

Please indicate your progress on achieving this impact:

- On track to achieve impact *during* the period of the ISE grant
- On track to achieve this impact *after* the period of the ISE grant
- No longer considered to be an impact for this ISE project

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Information about Project Impacts

Question Guide

Question 1a

Question 1a

Please indicate your progress on achieving this impact:

- On track to achieve impact *during* the period of the ISE grant
- On track to achieve this impact *after* the period of the ISE grant
- No longer considered to be an impact for this ISE project

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Information about Project Impacts

Question Guide

Question 1a

Question 1a

Please indicate your progress on achieving this impact:

- On track to achieve impact *during* the period of the ISE grant
- On track to achieve this impact *after* the period of the ISE grant
- No longer considered to be an impact for this ISE project

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Information about Project Impacts

Question Guide

Question 1a

Question 1a

Please indicate your progress on achieving this impact:

- On track to achieve impact *during* the period of the ISE grant
- On track to achieve this impact *after* the period of the ISE grant
- No longer considered to be an impact for this ISE project

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Information about Project Impacts

Question Guide

Question 1a

Question 1a (continued)

Please describe why this impact no longer pertains to your project:

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Information about Project Impacts

[Impact Menu](#)

1. STRATEGIC AUDIENCE IMPACTS

Strategic impacts refer to a long-term outcome affecting the field of informal STEM education in addition to the public or professional impacts on target audiences. Strategic impacts may be achieved through new approaches, strategies, models, findings, or other means designed to advance the systems or institutions that promote informal learning. These outcomes may not be measurable within your project's time frame.

To add a *Strategic audience impact*, click on the *Add A Strategic Audience Impact* button below.

To provide or update information on an impact listed below, click on the link in the matrix (in the column titled *Strategic Audience Impact*).

Strategic Audience Impact
The ISE field will learn about how to incorporate nature education into urban communities.

[Add A Strategic Audience Impact](#)





Information about ISE Program Improvement

Question 1

Describe any lessons that you learned as a result of this project that may be of use to other ISE Principal Investigators. Please address each of the following categories:

- Designing and managing project activities
- Collaborating with partners
- Identifying and measuring project impacts
- Other aspects of your project

One important lesson learned is that there should have been more direct communication between the project team and our partners. The lack of enough direct communication between the project and the contractor hired to develop the website led to a misunderstanding in both the extent of work to be performed and the timeline on which it was to be completed.

Save & Continue



Informal Science Education Program



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Glossary of Terms and Phrases

Anticipated level of effort: The number of hours spent per year on project-related activities by a project team member.

Deliverable: A material produced by the project that is designed to lead to the project's intended impacts. A project may have numerous deliverables. Examples of deliverables for public audiences include an exhibition (permanent or traveling); film or video; educational program, kit, or materials; radio program or series; software; television program or series; web sites. Examples of deliverables for professional audiences include collaborative, consortium, or network; conference, seminar, or workshop; media programs; professional development; publication; research study; web site.

Formative evaluation: This type of evaluation begins during program development and continues throughout the life of the program. Its intent is to provide information to monitor and improve the deliverables by assessing whether they are being developed and implemented as planned as well as to assess progress in meeting goals. Formative evaluation is done at several points in the developmental life of a program and its activities.

Impact: See Measurable impact.

Indicator: For the purpose of this collection, an indicator is defined as a series of statements that break down the sub-components of a public or professional audience impact.

Individual member of project team: Any individual (e.g., Co-PI, named advisor or consultant) who will making substantial contributions to your project and that has an ongoing relationship in the development of project deliverables.

Lead organization: The lead fiscal agent for an ISE-funded project.

Measurable impact: The ultimate result of improvement that a project is designed to achieve. An example would be to enhance target audience knowledge of a specific content area.

Organizational partner/contractor: An organizational partner or contractor includes (1) subawardees, (2) contractors that play a key role (e.g., evaluation firm, exhibit design firm), (3) dissemination sites, and (4) co-funders (who provide at least 10% of the total project budget).

Professional audience impact: A benefit expected to emerge as a result of participation by ISE professionals in your project. These impacts should be specific, realistic, measurable, and achievable through your project's deliverables and strategies. Examples of professional audience impacts include acquisition of new knowledge or skills, and the development or implementation of specific practices that are designed to improve an institution's ability to engage informal learners.

Project focus: The specific subject area in which the project is seeking to increase knowledge within the target audience.

Public audience impact: A benefit expected to emerge as a result of an informal learner's participation in your project. These impacts should be specific, realistic, measurable, and achievable through your project's deliverables and strategies. When determining impacts, it should be noted that these do not include such factors as the number of participants; rather, an impact is defined as what occurs as a result of their participation. Examples of impacts include (1) gains in knowledge or acquisition of new skills (e.g., viewers have increased comprehension of specific scientific concepts when compared with non-viewers), (2) changes in behavior (e.g., access website following museum visit), and (3) changes in attitudes (e.g., survey results indicating greater interest in science).

Quasi-experimental design: This type of evaluation design involves the comparisons of outcomes for intervention participants with outcomes for a comparison group chosen through methods other than randomization.

Randomized controlled trial: Also referred to as an "experimental" study design, this type of evaluation design measures an intervention's effect by randomly assigning individuals (or groups of individuals) to an intervention group or a control group and subsequently comparing the outcomes of those two groups.

Strategic impact: A long-term outcome affecting the field of informal science education in addition to the public or professional impacts on target audiences. Strategic impacts may be achieved through new approaches, strategies, models, findings, or other means designed to advance the systems or institutions that promote informal learning. It may not be measurable during the grant period.

Summative evaluation: This type of evaluation assesses the project's success in reaching its intended impacts. It takes place after the deliverables have been implemented and the time frame posited for change has occurred. Summative evaluation collects information about outcomes and related processes, strategies, and activities that have led to them and is an appraisal of worth, value, or merit. This type of evaluation is often used for decision-making purposes (e.g., whether to continue funding, whether to disseminate the program to other settings) and is usually conducted by an external or otherwise objective and unbiased evaluator.

Target audience: A target audience is defined as the specific segment of the population that is intended to receive exposure to or otherwise benefit from the project. There may be more than one target audience in a single project.



Informal Science Education Program



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General Navigation

After logging in, you should begin by clicking on a section name, all of which are listed in blue, in the initial screen. The system allows you to complete the sections in the initial annual, annual update, and final annual forms either in sequential order or in whichever order you prefer. After a section has been completed, a checkmark will appear next to that section name listed at the top of every screen. In addition, each screen shows the report status, listed in red immediately below the section names. Unless you have completed all questions in all sections of a report, the status will be listed as Not Complete.

For each individual question in the system, you are asked to provide information either through the use of text fields, drop-down menus, or by checking boxes, or a combination of these. After entering and/or selecting the appropriate information for a question, you should click on Save & Continue at the bottom of the screen. This will automatically save the information entered for the current question and will automatically go to the next question.

On each screen and in each form in the system, a Question Guide appears on the left side of the screen. It provides a list of all questions in that particular section of that form. A red bar with a checkmark to the left indicates that the particular question has been completed. A blue bar with an arrow indicates that you have entered the screen for that particular question but have not yet completed it. A black bar in the Question Guide indicates that question either 1) cannot be accessed because prior questions in that section have not been completed or 2) is not applicable based on your responses to a prior question.

You should answer questions within a particular section in sequential order; however, you may skip to any question you have already answered within a particular section by clicking on the appropriate bar in the Question Guide. You may also access sections you have already completed by clicking on that section's link in the menu at the top of each screen.

At any time while completing the system, you may return to a previous screen or question by clicking on the Back button on your Web browser.

In addition to the section links, there are several additional links at the top of every screen in the system. The following links will allow you to navigate through the system:

Home: This links back to a main menu, which appeared when you first entered the system. If you click this link while answering a question, you will be taken out of that question. To return to that question, click the Back button on your browser.

Print: This links to a screen that presents a variety of options for printing. Printing functions are described in detail under Printing below.

Glossary: An alphabetized listing of key terms and their definitions is provided here.

Help: If you have questions about the system, try this link.

Downloads: You may use this link to download paper versions of screens contained in the system. Examining the system on paper prior to completing it will likely make it easier for you to gather all documents or other information you will need to answer the questions contained within.

Sign Out: This will automatically log you out of the system and link you back to the login page.

Final Submittal

Once you have successfully completed all questions in all sections, the data must be submitted to the system. A final submission of data is your last step in completing a report. After the final submission of a report, access to the system will be denied. For example, if you successfully complete the initial annual report and click the final submittal button, you will be automatically logged out of the system. If you attempt to log in again, you will be taken to the annual update form. In the event that you need to reopen the system after a final submission, you must contact the webmaster to make a request. (jsehelp@westat.com)

Text Entry

Many screens have text boxes, as indicated above, in which you should supply information in narrative form. Please provide complete answers to open-ended questions. Since there are no text formatting or editing tools (e.g., spell check) built into the system, it may be easier for you to type your answer in a word processing program, format and edit it, and then copy and paste it into the appropriate text box. Most word processing software should work for these purposes.

Printing

If you would like to print the information entered into the system, you should click on the Print link, listed in blue, at the top of any screen. This will provide you with a variety of options for printing. You will find a list of all sections in the form you are currently in the process of completing (i.e., initial annual, annual update, or final annual). The status (i.e., whether or not the section has been completed) is listed to the immediate left of each section name. A checkmark indicates that that section has been completed, and an x indicates it is incomplete. You cannot view or print a section until you have completed it.

For sections that have been completed, a print report and a view report icon both appear to the immediate right of the section name. Clicking on the print report will begin printing a list of all questions and their respective responses for that section. Clicking on the view report will provide you with a preview of what the printed document will look like.

Otherwise, for each completed or uncompleted section, you may return to that section by clicking on the link containing the section name in the column labeled, for example, View Initial Annual Form.

Logging Out/Saving Information

If you are unable to complete an entire section or form at one time, you may complete part of the section or form by clicking on Save at the bottom of any question and then log out by clicking on the Sign Out link, in white, at the top of any screen. This will return you to the main log in screen, which asks for the user name and password. All information entered up to that point will be saved.

As stated above, you may only partially complete the system, log out, and enter the system later to complete any remaining information. When you reenter the system, you will be taken to the introductory screen, which lists the section names for that form. When clicking on a section, you will be taken directly to the first question not answered in that section. For example, if you complete only Items 1 and 2 of the Information about the Lead Organization section, you will be automatically taken to Item 3 of that section.

Contact

If you have any questions, contact: John Wells, 1-800-937-8281, ext. 2663 Fax: 800-254-0984, lsehelp@westat.com



Informal Science Education Program



[Return to Survey](#)

Downloads

Download a printable version of the primer for the Informal Science Education (ISE) project management system.

(To save a Word or PDF file, right click the link and choose "Save Target As")

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