



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**.

User Login:

User Login:	final
Password:	•••••

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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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Information from this monitoring system will be retained by the National Science Foundation, a federal agency, and will be an integral part of its Privacy Act System of Records in accordance with the Privacy Act of 1974 and maintained in the Education and Training System of Records 63 Fed. Reg. 264, 272 (January 5, 1998). These are confidential files accessible only to appropriate National Science Foundation (NSF) officials, their staffs, and their contractors responsible for monitoring, assessing, and evaluating NSF programs. Only data in highly aggregated form, or data explicitly requested as "for general use," will be made available to anyone outside of the National Science Foundation for research purposes. Data submitted will be used in accordance with criteria established by NSF for monitoring research and education grants, and in response to Public Law 99-383 and 42 USC 1885c.

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

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Informal Science Education Program

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

INSTRUCTIONS FOR COMPLETING THE ISE FINAL UPDATE

The National Science Foundation (NSF) is collecting closeout 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 projects.

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 final 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 Program Improvement and Future Directions
<p>Final Update Status: Complete</p> <p>Submit </p> <p>You have now completed all six sections of the final update. All information for your project has been recorded. Click on the Submit button above to submit your report to NSF.</p>		

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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="http://www.moonmuseum.org"/>



Information about Individual Members of the Project Team

This section provides your project the opportunity to update information on each of the individual members of your project team.

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*).

Please review and update the following information about any Co-PIs, advisors, key team members or consultants that have been involved in the design and implementation of your project:

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

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

Submit
Section





Information about 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 continued to establish partnerships with K-12 school districts across the country, which will allow for substantially higher numbers of 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.

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*).

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

If you have completed updating your organization's partners and 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="http://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="523 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="http://www.exhibitdesigners.com"/>



Information about Project Deliverables

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

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"/>

Please click the Submit button to the right to submit this section.

Submit Section



Information about Project Deliverables

Question Guide

- Question 1
- Question 2
- Question 3

Question 1

What is the status of this deliverable?

- Completed
- Not Completed
- No longer being proposed as part of the ISE project

Save & Continue



Information about Project Deliverables

Question Guide

- Question 1
- Question 2
- Question 3

Question 1

What is the status of this deliverable?

- Completed
- Not Completed
- No longer being proposed as 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 not being completed by the end of the project, and (2) steps that will be taken to complete this deliverable in the future.

The consultant initially hired to conduct programming work on the website did not fulfill its obligations. This consultant was replaced, which resulted in a delay in the website's programming being completed and its becoming fully operational.

Save & Continue



Information about Project Deliverables

Question Guide

- Question 1
- Question 2
- Question 3

Question 1

What is the status of this deliverable?

- Completed
- Not Completed
- No longer being proposed as part of the ISE project

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Information about Project Deliverables

Question Guide

- Question 1
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Question 3

Please describe why this deliverable has been dropped:

The Earth's Moon Museum Exhibit has been dropped because our formative evaluations showed that far more youths would be interested in learning about the moon online rather than coming to an exhibit. We concluded that focusing our efforts on the website would be more cost-effective and ultimately more educational for our audience.

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Information about Project Impacts

Question Guide

- Question 1
- Question 2
- Question 3a
- Question 3b
- Question 3c
- Question 4
- Question 5
- Question 6
- Question 7
- Impacts

Question 1

Describe what you consider to be your project's most significant accomplishment. Why?

Based on results from the summative evaluation, the project exceeded its expectations with regard to increased levels of interest in the Earth's moon among high school students.

Save & Continue



Information about Project Impacts

Question Guide

- Question 1
- Question 2
- Question 3a
- Question 3b
- Question 3c
- Question 4
- Question 5
- Question 6
- Question 7
- Impacts

Question 2

Describe any unanticipated benefits or impacts that occurred as a result of your project:

The project exceeded its expectation regarding the number of individuals who visited the exhibit.

Save & Continue



Information about Project Impacts

Question Guide

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Question 3a

Public Audiences Only

This question collects information on the number of individuals that were reached by the deliverables associated with your project during the previous year.

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

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

Organization/Setting/Method Name	Information Complete?
Museum of Automobiles	<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 at home, please click the Submit button to the right.

Submit Section





Information about Project Impacts

Question Guide

- Question 1
- Question 2
- Question 3a
- Question 3b
- Question 3c
- Question 4
- Question 5
- Question 6
- Question 7
- Impacts

Question 3b. Public audiences only

Provide the number of users, listeners, or viewers during the past year	
Internet	<input type="text" value="10000"/>

[Save & Continue](#)



Information about Project Impacts

Question Guide

- Question 1
- Question 2
- Question 3a
- Question 3b
- Question 3c
- Question 4
- Question 5
- Question 6
- Question 7
- Impacts

Question 3c

Professional or institutions only

For *each* of the following professional 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 since the beginning of your ISE grant.

Professional Audience	Number of ISE participants during the previous year	Actual count or estimate
<input type="checkbox"/> CEOs	<input type="text"/>	- Select One - <input type="button" value="v"/>
<input type="checkbox"/> Board members	<input type="text"/>	- Select One - <input type="button" value="v"/>
<input type="checkbox"/> Educators	<input type="text"/>	- Select One - <input type="button" value="v"/>
<input type="checkbox"/> Exhibit designers	<input type="text"/>	- Select One - <input type="button" value="v"/>
<input type="checkbox"/> Funders	<input type="text"/>	- Select One - <input type="button" value="v"/>
<input type="checkbox"/> Media producers or disseminators	<input type="text"/>	- Select One - <input type="button" value="v"/>
<input type="checkbox"/> Policymakers	<input type="text"/>	- Select One - <input type="button" value="v"/>
<input type="checkbox"/> Professional staff	<input type="text"/>	- Select One - <input type="button" value="v"/>
<input type="checkbox"/> Researchers/evaluators	<input type="text"/>	- Select One - <input type="button" value="v"/>
<input type="checkbox"/> Other (specify)	<input type="text"/>	- Select One - <input type="button" value="v"/>
Specify:	<input type="text"/>	



Information about Project Impacts

Question Guide

- Question 1
- Question 2
- Question 3a
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- Impacts

Question 4

Provide a summary of approaches taken to disseminate information about your project to others in the ISE field over the course of your ISE grant. Which were most effective?

The project created a newsletter about the exhibit that was sent by email and mail to other ISE institutions throughout the country.

Save & Continue



Information about Project Impacts

Question Guide

- Question 1
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- Question 3a
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- Impacts

Question 5

List any honors, awards, or other recognition received by the project over the course of your ISE grant:

The museum exhibit was recognized by the National Science Teachers Association as an effective way to create interest in and increase knowledge of the Earth's moon among high school students.

Save & Continue



Information about Project Impacts

Question Guide

- [Question 1](#)
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- [Question 6](#)
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- [Impacts](#)

Question 6

Please identify the nature and extent of print and media coverage generated about your ISE project:

The museum exhibit was profiled and/or reviewed in the Washington Post and several other local newspapers. All of the reviews were very favorable and contributed to the popularity of the exhibit.

[Save & Continue](#)



Information about Project Impacts

Question Guide

- Question 1
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- Question 3c
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- Impacts

Question 7

Please identify the products that you are going to submit online to your ISE program officer in addition to the Closeout Report (e.g., DVD, materials, kits, manuals, videotapes, copies of major news stories, press releases, journal articles, or other marketing and dissemination items):

- a:
- b:
- c:



Information about Project Impacts

Question Guide

- [Question 1](#)
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This section collects information about each impact that your project is designed to produce.

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





Information about Project Impacts

[Impact Menu](#)

1. PUBLIC AUDIENCE IMPACTS

Public audience impacts refer to the benefits 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

The following indicators were provided for this impact in prior annual reports. Please click on each indicator to specify whether or not it has been met.

Indicators	Information Complete?
Children can list at least 5 types of plants.	
Children can explain the uses of at least two types of plants.	
Children can name characteristics of some poisonous plants.	



Information about Project Impacts

Question Guide
▶ **Question 1a**

Question 1a

Please indicate the extent to which this indicator has been met:

- Indicator has been met and represents a major accomplishment
- Indicator has been met
- Indicator has not been met
- Progress toward this indicator has not been measured
- No longer applicable





Information about Project Impacts

Question Guide
▶ Question 1a

Question 1a (continued)

Please provide evidence that this indicator has been met and if applicable, explain why it represents a significant accomplishment:

Save & Continue





Information about Project Impacts

Question Guide



Question 1a

Question 1a (continued)

Describe (1) any factors that hindered your project's ability to achieve this indicator, (2) steps you are planning to take to achieve this indicator in the future, and (3) method(s) your project is planning to use to document that the indicator has been attained:

Save & Continue



Information about Project Impacts

Question Guide



Question 1a

Question 1a (continued)

Discuss why this indicator no longer pertains to your project (e.g., change in project scope) or why progress toward this indicator has not been measured:

Save & Continue



Information about Project Impacts

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2. PROFESSIONAL AUDIENCE IMPACTS

Professional audience impacts refer to the benefits that you expect 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 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.

To add a *professional audience impact*, click on the *Add A Professional 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 *Professional Audience Impact*).

Professional Audience Impact	
Science educators will learn techniques to teach their students about plant life.	

[Add A Professional Audience Impact](#)



Information about Project Impacts

[Impact Menu](#)

3. STRATEGIC IMPACTS

Strategic impacts refer to a lasting impact on 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.

To add a *strategic impact*, click on the *Add A Strategic 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 Impact*).

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

[Add A Strategic Impact](#)



Information about Program Improvement and Future Directions

Question Guide

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

Question 1

If you had not received ISE funds, do you think your project would have: (Choose *one* for each category of items):

- A:
- offered the same range of services or activities
 - offered slightly fewer services or activities
 - offered significantly fewer services or activities
 - would not have offered any services or activities
- B:
- reached an equivalent number of people
 - reached somewhere between 5-25 percent fewer individuals
 - reached somewhere between 26-50 percent fewer individuals
 - reached somewhere between 51-75 percent fewer individuals
 - reached somewhere between 76-100 percent fewer individuals
- C:
- been implemented on the same schedule
 - been delayed by *less* than six months
 - been delayed by *more* than six months
 - would not have been implemented at all

Save & Continue



Information about Program Improvement and Future Directions

Question Guide

- Question 1
- Question 2
- Question 3
- Question 4

Question 1

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

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

Save & Continue



Information about Program Improvement and Future Directions

Question Guide

- Question 1
- Question 2
- Question 3
- Question 4

Question 2

Describe all significant innovations of your project (e.g., deliverables or approaches to project management) that would be of value to others:

Save & Continue



Information about Program Improvement and Future Directions

Question Guide

- Question 1
- Question 2
- Question 3
- Question 4

Question 4

Provide a description of your project's future plans:



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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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NSF Informal Science Education (ISE) Program Primer [\[PDF\]](#) [\[Word\]](#)

Help

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. (isehelp@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, isehelp@westat.com



Informal Science Education Program



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Downloads

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

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