

**Appendix C:**  
**LSAMP Notification Emails**

## **Email Notification of System Launch**

June 24, 200X

Dear Dr. XXXXX:

We are writing to thank you for your help in updating the National Science Foundation's (NSF) electronic database for the Louis Stokes Alliance for Minority Participation (LSAMP) Program. The data requested for the 200X LSAMP Web survey are the same as those collected in 200X.

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). On your computer, open your browser and go to <http://www.qrc.com/amp>. Log in to WebAMP by entering your User ID (XXXX) and Password (XXXXXXXXXX). Help and instructions are available on each WebAMP screen. An option is available to do data entry off-line using an Excel spreadsheet.

If you have any questions or experience any problems, contact Technical Support by telephone at 1-866-227-7127, or by email at [amp@qrc.com](mailto:amp@qrc.com).

As in previous years, several levels of security are in place to ensure that your data remain confidential. LSAMP data will be made available in report format through the ExACT reporting system. Your annual response to this survey is vital and is much appreciated.

Please complete this survey by October 29, 200X.

Sincerely yours,  
A. James Hicks  
Director, LSAMP

cc: QRC

## **Email Reminder for Awardees**

Dear Dr. XXXX,

The NSF LSAMP online survey is now two thirds over. We would like to remind you that the survey closes, October 29, 200X. Your cooperation in completing the survey in a timely manner is greatly appreciated at NSF.

If you have any questions or concerns about the survey please email [amp@qrc.com](mailto:amp@qrc.com).

Thanks,  
Michael

Michael Flynn  
QRC Division, Macro International Inc.  
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(301) 657-3070, ext. 141 - fax (301) 657-3862  
<http://www.qrc.com>

## **Email Notification of Bridge to the Doctorate Module System Launch**

Dear LSAMP Bridge to the Doctorate awardee:

We are pleased to announce that the online data collection system for the National Science Foundation (NSF) Louis Stokes Alliances for Minority Participation Bridge to the Doctorate (LSAMP BD) activity is now open. To expedite the data entry process, all awardees that have not logged in by **[Date]** will be contacted by phone. The deadline for submitting data is **[date]**.

### **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, BD site coordinators are provided with a user name and password for the survey. Respondents other than site coordinators will need to use a site coordinator's user name and password.

Log in to the LSAMP BD system by entering your user name and password at <http://www.qrc.com/lsampbd>. We have assigned the following unique user name and password to your award:

**User Name:** [USER NAME]

**Password:** [PASSWORD]

Cohort 1 awards, those that began in FY 2003, will report data for four cohorts of students: those that entered in Fall 2003, Fall 2004, Fall 2005, and Fall 2006. These students are grouped together into cohorts for reporting purposes.

You will report data by reporting period. Initially you will enter data for the Fall 2003–Fall 2004 reporting period. Once you have submitted these data to NSF you will enter and submit data for the Fall 2004–Fall 2005 reporting period, followed by data for the Fall 2005–Fall 2006 reporting period, and finally data for the Fall 2006–Fall 2007 reporting period. Altogether you will submit four years of data.

To assist you we have preloaded your award's LSAMP BD students into the system. If any students need to be added or deleted and/or if any other information is inaccurate, please contact us so that we can make corrections.

When you initially log in for the Fall 2003–Fall 2004 reporting period you will only see and report data on students who were part of your award at that time. Once you move forward to the next reporting period (Fall 2004–Fall 2005), you will be able to view and enter information for the first two cohorts of students. This process is repeated for each reporting period; when you reach the Fall 2006–Fall 2007 reporting period, you will be able to view and enter information for all four cohorts of students.

## LSAMP BD Online Survey Items

The survey includes the following items:

- Your Contact Information
- Student Data
  - LSAMP BD Students
  - Program Peer Sample Students

### Saving Data

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

### Final Submission

After providing all the required information, you must go to the Final Submission screen (number 3). Please note that all required data for each section must be entered before final submission will be permitted; if all required data have not been entered, an error notice will be displayed. Hyperlinks to the incomplete sections will be displayed for ease in returning to the section(s) in question.

For each reporting period, you must complete final submission before you can advance to the next reporting period. After completing final submission for a reporting period, you will receive e-mail notification when the system is ready to accept data for the next reporting period.

### LSAMP BD Technical Support

If you have any questions, please contact technical support by e-mail (preferred) at [lsampbd@qrc.com](mailto:lsampbd@qrc.com) or phone at (866) 227-7127.

We appreciate 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 LSAMP BD activity.

Thank you.

Sincerely,

A. James Hicks  
Lead Program Director, LSAMP Bridge to the Doctorate Program  
National Science Foundation

Sean Teehan  
LSAMP Bridge to the Doctorate Project Manager  
Macro International Inc.