

# 1. Your Contact Information

Please supply contact information for the Principal Investigator (PI)/institution leader and the person completing the survey (if different).

**NOTES:** Please provide the name and contact information for one primary contact (in addition to the PI/institution leader, if different). This is the person we will contact initially with any questions. If other individuals are involved in the process, we suggest that you maintain their information in your internal records—you could use the Your Contact Information section in the **Notes** tab. Each institution will receive one institution ID and password, which will be shared by everyone at that institution involved in responding to the survey.

## 1.1 Principal Investigator (PI)/Institution Leader

First Name:

M.I.:

Last Name:

Phone:  -  -

Title:

Phone ext.:

Institution Address 1:

Fax:

Institution Address 2:

City:

State:

ZIP Code:

E-mail Address:

STEP Program/Project  
Web Site Address:

## 1.2 Person Completing Survey (if different)

First Name:

M.I.:

Last Name:

Phone:  -  -

Title:

Phone ext.:

E-mail Address:

Fax:

## 2. Institution Definitions

If your institution's award start date is before June 30, 2006: Please answer the following questions for the current reporting period (i.e., July 1, 2006–June 30, 2007) only.

If your institution's award start date is after June 30, 2006 but before June 30, 2007: Please answer the following questions for the reporting period July 1, 2005–June 30, 2006 (these will be your baseline data) and for the current reporting period (i.e., July 1, 2006–June 30, 2007). Please copy and paste the table below for each reporting period.

**NOTES:** If your institution's criteria for determining majors are discipline-specific, please include all relevant information in your response to question 2.6: "What are your institution's requirements for considering a student a STEM major (or your institution's equivalent classification)?"

If your institution's criteria for determining majors have changed, please answer 'Yes' to the subquestion: "Have these criteria changed since last year?" NSF staff will consider this when analyzing trend data.

It does not matter if the year a student declares his or her major varies by discipline. NSF is most concerned with consistency within each institution from year to year. You may include all relevant information in your response to question 2.6: "What are your institution's requirements for considering a student a STEM major (or your institution's equivalent classification)?"

There is no word limit for the narrative questions. You may increase the row height/add additional rows to capture your entire response.

Reporting period: (e.g., July 1, 20XX–June 30, 20XY)		
2.1 What cutoff date does your institution use to determine total undergraduate enrollment? (month / day / year, e.g., September / 15 / 2006)		
<input type="text"/> / <input type="text"/> / <input type="text"/>		
2.2 Why is this date used?		
<input type="text"/>		
Has this date changed since last year? (Y/N) <input type="checkbox"/>		
2.3 Total undergraduate enrollment (according to the cutoff date indicated in your answer to question 2.1 above):		
<b>Please include all students (e.g., non-resident international students, part-time students, non-degree-seeking students).</b>		
<input type="text"/>		

2.4 How does your institution define a full-time equivalent (FTE) student?

Has this definition changed since last year? (Y/N)

2.5 Total undergraduate FTE enrollment:

**Please include all students (e.g., non-resident international students, part-time students, non-degree-seeking students).**

2.6 What are your institution's requirements for considering a student a STEM major (or your institution's equivalent classification)?

Have these criteria changed since last year? (Y/N)

### 3.1 Student Demographics – Disciplines Offered

If your institution's award start date is before June 30, 2006: Please answer the following question for the current reporting period (i.e., July 1, 2006–June 30, 2007) only.

If your institution's award start date is after June 30, 2006 but before June 30, 2007: Please answer the following question for the reporting period July 1, 2005–June 30, 2006 (these will be your baseline data) and for the current reporting period (i.e., July 1, 2006–June 30, 2007). Please copy and paste the appropriate table below for each reporting period.

Please indicate the Science, Technology, Engineering, and Mathematics (STEM) disciplines in which your institution offers majors/degrees. If you are not able to classify your institution's majors/degrees using the Standard List of disciplines, please use the categories in the Alternate List. If you are not able to classify your data using the categories in the Alternate List, please contact us (step@qrc.com) and we will create a list appropriate for your institution.

A complete list of discipline classifications is available in the **Crosswalk** tab.

<b>Reporting period:</b> (e.g., July 1, 20XX–June 30, 20XY)		
<b>Standard List</b>		
<b>DISCIPLINE</b>	<b>MAJOR/DEGREE OFFERED</b>	
Agricultural Science	<input type="checkbox"/>	
Biological Sciences	<input type="checkbox"/>	
Chemistry	<input type="checkbox"/>	
Computer Science	<input type="checkbox"/>	
Engineering	<input type="checkbox"/>	
Environmental Science	<input type="checkbox"/>	
Geosciences	<input type="checkbox"/>	
Mathematics	<input type="checkbox"/>	
Physics/Astronomy	<input type="checkbox"/>	
Psychology	<input type="checkbox"/>	

<b>Reporting period:</b> (e.g., July 1, 20XX–June 30, 20XY)		
<b>Alternate List</b>		
<b>DISCIPLINE</b>	<b>MAJOR/DEGREE OFFERED</b>	
Engineering	<input type="checkbox"/>	
Mathematics	<input type="checkbox"/>	



## NSF Science, Technology, Engineering, and Mathematics (STEM) Classification of Instructional Programs (CIP) Crosswalk

The NSF CIP Code Crosswalk for STEM disciplines is provided below. These classifications are intended to be guidelines, not firm definitions, as to what should be reported under a particular discipline. Institutions are ultimately responsible for deciding how to classify fields based on the departmental structure within the institution. Likewise, institutions should decide how best to classify multidisciplinary fields. Each student should be reported under only one discipline. Most importantly, institutions should report consistently from year to year.

### Agricultural Science

01.09 Animal Sciences  
01.10 Food Science and Technology  
01.12 Soil Sciences  
01.99 Agriculture, Agriculture Operations and Related Sciences, Other  
03.0101 Natural Resources/Conservation, General  
03.02 Natural Resources Management and Policy  
03.03 Fishing and Fisheries Sciences and Management  
03.05 Forestry  
03.06 Wildlife and Wildlands Science and Management  
03.99 Natural Resources and Conservation, Other

### Biological Sciences

26.0403 Anatomy  
26.0202 Biochemistry  
26.01 Biology, General  
26.1101 Biometry/Biometrics  
26.1102 Biostatistics  
26.1309 Epidemiology  
26.0203 Biophysics  
26.03 Botany/Plant Biology  
26.0305 Plant Pathology/Phytopathology  
26.0307 Plant Physiology  
26.04 Cell/Cellular Biology and Anatomical Sciences  
26.0401 Cell/Cellular Biology and Histology  
26.0204 Molecular Biology  
26.1301 Ecology  
26.0505 Parasitology  
26.0702 Entomology  
26.0804 Animal Genetics  
26.0805 Plant Genetics  
26.1303 Evolutionary Biology  
26.0806 Human/Medical Genetics  
26.05 Microbiological Sciences and Immunology  
26.0507 Immunology  
26.0504 Virology  
26.0503 Medical Microbiology and Bacteriology  
19.05 Foods, Nutrition, and Related Services  
30.1901 Nutritional Sciences  
26.0910 Pathology/Experimental Pathology  
26.1001 Pharmacology  
26.1004 Toxicology

26.0707 Animal Physiology  
26.0901 Physiology, General  
26.09 Physiology, Pathology and Related Sciences  
26.07 Zoology/Animal Biology  
26.1201 Biotechnology  
26.99 Biological and Biomedical Sciences, Other  
30.01 Biological and Physical Sciences  
30.1001 Biopsychology  
30.2401 Neuroscience

## **Chemistry**

40.05 Chemistry  
40.0507 Polymer Chemistry

## **Computer Science**

11.01 Computer and Information Sciences, General  
11.04 Information Science/Studies  
11.07 Computer Science  
52.1201 Management Information Systems, General  
52.1301 Management Science, General

## **Engineering**

14.02 Aerospace, Aeronautical and Astronautical Engineering  
14.03 Agricultural/Biological Engineering and Bioengineering  
14.05 Biomedical/Medical Engineering  
03.0509 Wood Science and Wood Products/Pulp and Paper Technology  
14.07 Chemical Engineering  
14.32 Polymer/Plastics Engineering  
04.02 Architecture  
14.04 Architectural Engineering  
14.08 Civil Engineering  
14.0803 Structural Engineering  
14.0805 Water Resources Engineering  
14.14 Environmental/Environmental Health Engineering  
14.09 Computer Engineering, General  
14.10 Electrical, Electronics and Communications Engineering  
14.12 Engineering Physics  
14.13 Engineering Science  
14.27 Systems Engineering  
30.06 Systems Science and Theory  
14.11 Engineering Mechanics  
14.19 Mechanical Engineering  
14.06 Ceramic Sciences and Engineering  
14.18 Materials Engineering  
14.20 Metallurgical Engineering  
14.28 Textile Sciences and Engineering  
14.31 Materials Science  
40.9999 Physical Sciences, Other  
14.21 Mining and Mineral Engineering  
14.23 Nuclear Engineering  
14.25 Petroleum Engineering  
14.01 Engineering, General

14.22 Naval Architecture and Marine Engineering  
14.24 Ocean Engineering  
14.99 Engineering, Other

### **Environmental Science**

03.0103 Environmental Studies  
03.0104 Environmental Science

### **Geosciences**

40.06 Geological and Earth Sciences/Geosciences  
40.0601 Geology/Earth Science, General

### **Mathematics**

27.01 Mathematics  
27.03 Applied Mathematics  
14.3701 Operations Research  
27.99 Mathematics and Statistics, Other  
30.08 Mathematics and Computer Science  
27.05 Statistics  
52.1304 Actuarial Science

### **Physics/Astronomy**

40.02 Astronomy and Astrophysics  
40.08 Physics  
40.0807 Optics/Optical Sciences  
40.0809 Acoustics

### **Psychology**

42.01 Psychology, General  
42.0701 Developmental and Child Psychology  
42.0801 Experimental Psychology  
42.1101 Physiological Psychology/Psychobiology  
Biopsychology (see Biological Sciences above)  
Neuroscience (see Biological Sciences above)  
Physiology (see Biological Sciences above)

**NOTE:** Clinical Psychology should not be included as a STEM discipline.



## Race/Ethnicity Categories

The following race/ethnicity categories are mandated by the Office of Management and Budget (OMB); definitions for each category are provided below. Please make your best attempt to match your institution's categories with those in the survey. We recommend that you maintain internal records of your methods—you could use the appropriate survey section(s) in the **Notes** tab. NSF is most concerned with consistency within each institution from year to year. As long as your institution reports these data in the same way each year, NSF will be able to monitor your project's progress and measure its effectiveness.

Ethnicity
<p>A classification indicating general ethnic heritage based on self-identification, as in data collected by the U.S. Census Bureau. These categories are in accordance with the Office of Management and Budget standard classification scheme presented below:</p> <p><b>Hispanic or Latino</b>—A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.</p> <p><b>Not Hispanic or Latino</b>—A person whose ethnicity is not Hispanic or Latino.</p> <p><b>Not Reported or Unknown</b>—The data are unavailable or the participant has indicated that he or she does not want to provide this information..</p>
Race
<p>A classification indicating general racial or ethnic heritage based on self-identification. Use the following descriptions as a guideline:</p> <p><b>American Indian or Alaska Native</b>—A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.</p> <p><b>Asian</b>—A person having origins in any of the original peoples of East Asia, Southeast Asia, or the Indian subcontinent. This area includes, for example, China, India, Indonesia, Japan, Korea, and Vietnam.</p> <p><b>Black or African American</b>—A person having origins in any of the black racial groups of Africa.</p> <p><b>Native Hawaiian or Other Pacific Islander</b>—A person having origins in any of the original peoples of Hawaii; the U.S. Pacific territories of Guam, American Samoa, and the Northern Marianas; the U.S. Trust Territory of Palau; the islands of Micronesia and Melanesia; or the Philippines.</p> <p><b>White</b>—A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.</p> <p><b>Not Reported or Unknown</b>—The data are unavailable or the participant has indicated that he or she does not want to provide this information.</p>

### 3.2 Student Demographics – Majors (2005–06)

**This tab is only for institutions whose award start date is after June 30, 2006 but before June 30, 2007.**

Please provide demographic data (ethnicity, race, and gender) for students who have completed the requirements necessary to be officially recognized by your institution as majoring in each discipline offered by your institution (or your institution's equivalent classifications) between July 1, 2005–June 30, 2006; these will be your baseline data. **(U.S. citizens or permanent residents only.)** Please refer to the list of STEM disciplines in the **Disciplines** tab. You will also need to submit data for non-STEM disciplines (combined) and undeclared.

Please copy and paste the tables below for each discipline offered by your institution (plus non-STEM combined and undeclared).

**NOTES:** NSF is interested in data on all disciplines at your institution, not just those targeted by your STEP project. It is not necessary to distinguish between disciplines targeted by your STEP project and other disciplines offered as majors by your institution.

If your institution considers 'Hispanic' to be a race category, please report all students classified by your institution as Hispanic under 'Hispanic or Latino, Race Not Reported or Unknown' and report all other students under the appropriate race categories under 'Not Hispanic or Latino'.

Two-year institutions should report majors only for associate's degree candidates and/or students transferring to four-year STEM programs. Majors should not be reported for certificate-only candidates.

Please report headcount vs. FTE.

For students with multiple majors, if a student has one STEM major and one non-STEM major, we recommend counting the student as a STEM major. If a student has two STEM majors, it is up to the institution to decide under which major to record the student. Please report each student under only one major. We recommend that you maintain internal records of your methods—you could use the Student Demographics – Majors section in the **Notes** tab. NSF is most concerned with consistency within each institution from year to year.

In the case of multidisciplinary majors, each institution should decide where to classify these majors and whether/how to split them. We recommend that you maintain internal records of your methods—you could use the Student Demographics – Majors section in the **Notes** tab. NSF is most concerned with consistency within each institution from year to year.

Discipline: <input type="text"/>				
<i>Not Hispanic or Latino students</i>				
Race(s)	Male	Female	Gender Not Reported	Auto-Total
American Indian or Alaska Native	0	0	0	0
Asian	0	0	0	0
Black or African American	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0
White	0	0	0	0
<b>More Than One Race Reported</b> Count students reporting two or more race categories where at least one of the reported categories is: American Indian or Alaska Native, Black or African American, or Native Hawaiian or Other Pacific Islander.	0	0	0	0
<b>More Than One Race Reported (Asian &amp; White)</b> Count students reporting both Asian and White, but no other race.	0	0	0	0
Race Not Reported or Unknown	0	0	0	0
<b>Total Not Hispanic or Latino (Auto-Total)</b>	0	0	0	0

Discipline: <input type="text"/>				
<i>Hispanic or Latino students</i>				
Race(s)	Male	Female	Gender Not Reported	Auto-Total

American Indian or Alaska Native	0	0	0	0
Asian	0	0	0	0
Black or African American	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0
White	0	0	0	0
<b>More Than One Race Reported</b> Count students reporting two or more race categories where at least one of the reported categories is: American Indian or Alaska Native, Black or African American, or Native Hawaiian or Other Pacific Islander.	0	0	0	0
<b>More Than One Race Reported (Asian &amp; White)</b> Count students reporting both Asian and White, but no other race.	0	0	0	0
Race Not Reported or Unknown	0	0	0	0
<b>Total Hispanic or Latino (Auto-Total)</b>	0	0	0	0

<b>Discipline:</b>				
Neither Ethnicity nor Race Reported	0	0	0	0
<b>Grand-Total (Auto-Total)</b>	0	0	0	0

### 3.2 Student Demographics – Majors (2006–07)

Please provide demographic data (ethnicity, race, and gender) for students who have completed the requirements necessary to be officially recognized by your institution as majoring in each discipline offered by your institution (or your institution's equivalent classifications) between July 1, 2006–June 30, 2007. **(U.S. citizens or permanent residents only.)** Please refer to the list of STEM disciplines in the **Disciplines** tab. You will also need to submit data for non-STEM disciplines (combined) and undeclared.

Please copy and paste the tables below for each discipline offered by your institution (plus non-STEM combined and undeclared).

**NOTES:** NSF is interested in data on all disciplines at your institution, not just those targeted by your STEP project. It is not necessary to distinguish between disciplines targeted by your STEP project and other disciplines offered as majors by your institution.

If your institution considers 'Hispanic' to be a race category, please report all students classified by your institution as Hispanic under 'Hispanic or Latino, Race Not Reported or Unknown' and report all other students under the appropriate race categories under 'Not Hispanic or Latino'.

Two-year institutions should report majors only for associate's degree candidates and/or students transferring to four-year STEM programs. Majors should not be reported for certificate only candidates.

Please report headcount vs. FTE.

For students with multiple majors, if a student has one STEM major and one non-STEM major, we recommend counting the student as a STEM major. If a student has two STEM majors, it is up to the institution to decide under which major to record the student. Please report each student under only one major. We recommend that you maintain internal records of your methods—you could use the Student Demographics – Majors section in the **Notes** tab. NSF is most concerned with consistency within each institution from year to year.

In the case of multidisciplinary majors, each institution should decide where to classify these majors and whether/how to split them. We recommend that you maintain internal records of your methods—you could use the Student Demographics – Majors section in the **Notes** tab. NSF is most concerned with consistency within each institution from year to year.

Discipline: <input type="text"/>				
<i>Not Hispanic or Latino students</i>				
Race(s)	Male	Female	Gender Not Reported	Auto-Total
American Indian or Alaska Native	0	0	0	0
Asian	0	0	0	0
Black or African American	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0
White	0	0	0	0
<b>More Than One Race Reported</b> Count students reporting two or more race categories where at least one of the reported categories is: American Indian or Alaska Native, Black or African American, or Native Hawaiian or Other Pacific Islander.	0	0	0	0
<b>More Than One Race Reported (Asian &amp; White)</b> Count students reporting both Asian and White, but no other race.	0	0	0	0
Race Not Reported or Unknown	0	0	0	0
<b>Total Not Hispanic or Latino (Auto-Total)</b>	0	0	0	0

Discipline: <input type="text"/>				
<i>Hispanic or Latino students</i>				
Race(s)	Male	Female	Gender Not Reported	Auto-Total
American Indian or Alaska Native	0	0	0	0
Asian	0	0	0	0

Black or African American	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0
White	0	0	0	0
<b>More Than One Race Reported</b> Count students reporting two or more race categories where at least one of the reported categories is: American Indian or Alaska Native, Black or African American, or Native Hawaiian or Other Pacific Islander.	0	0	0	0
<b>More Than One Race Reported (Asian &amp; White)</b> Count students reporting both Asian and White, but no other race.	0	0	0	0
Race Not Reported or Unknown	0	0	0	0
<b>Total Hispanic or Latino (Auto-Total)</b>	0	0	0	0

Discipline:				
Neither Ethnicity nor Race Reported	0	0	0	0
<b>Grand-Total (Auto-Total)</b>	0	0	0	0

### 3.3 Student Demographics – Degrees Granted (2005–06)

**This tab is only for institutions whose award start date is after June 30, 2006 but before June 30, 2007.**

Please provide demographic data (ethnicity, race, and gender) for the associate's degrees granted in each discipline at your institution during the reporting period July 1, 2005–June 30, 2006; these will be your baseline data. (**U.S. residents only.**) Please refer to the list of STEM disciplines in the **Disciplines** tab. You will also need to report non-STEM disciplines (combined).

Please copy and paste the tables below for each discipline offered by your institution (plus non-STEM disciplines).

**NOTES:** NSF is interested in data on all disciplines at your institution, not just those targeted by your STEP project. Please use the **Disciplines** tab to distinguish between disciplines targeted by your STEP project and other disciplines offered as degrees.

If your institution considers 'Hispanic' to be a race category, please report all students classified by you as 'Hispanic or Latino, Race Not Reported or Unknown' and report all other students under the appropriate race category ('Hispanic or Latino').

For students with multiple degrees, if a student has one STEM degree and one non-STEM degree, we recommend that you report each degree under only one discipline. If a student has two STEM degrees, it is up to the institution to decide under which degree to report each student under only one degree. We recommend that you maintain internal records of your methods in the **Demographics – Degrees Granted** section in the **Notes** tab. NSF is most concerned with consistency within each institution from year to year.

In the case of multidisciplinary degrees, each institution should decide where to classify these degrees. We recommend that you maintain internal records of your methods—you could use the **Demographics – Degrees Granted** section in the **Notes** tab. NSF is most concerned with consistency within each institution from year to year.

<b>Discipline:</b>		
<b>Not Hispanic or Latino students</b>		
Race(s)	Male	Female
American Indian or Alaska Native	0	0
Asian	0	0
Black or African American	0	0
Native Hawaiian or Other Pacific Islander	0	0
White	0	0
<b>More Than One Race Reported</b> Count students reporting two or more race categories where at least one of the reported categories is: American Indian or Alaska Native, Black or African American, or Native Hawaiian or Other Pacific Islander.	0	0
<b>More Than One Race Reported (Asian &amp; White)</b> Count students reporting both Asian and White, but no other race.	0	0
Race Not Reported or Unknown	0	0
<b>Total Not Hispanic or Latino (Auto-Total)</b>	0	0

<b>Discipline:</b>		
<b>Hispanic or Latino students</b>		
Race(s)	Male	Female
American Indian or Alaska Native	0	0
Asian	0	0
Black or African American	0	0
Native Hawaiian or Other Pacific Islander	0	0
White	0	0
<b>More Than One Race Reported</b> Count students reporting two or more race categories where at least one of the reported categories is: American Indian or Alaska Native, Black or African American, or Native Hawaiian or Other Pacific Islander.	0	0
<b>More Than One Race Reported (Asian &amp; White)</b> Count students reporting both Asian and White, but no other race.	0	0
Race Not Reported or Unknown	0	0
<b>Total Hispanic or Latino (Auto-Total)</b>	0	0

<b>Discipline:</b>		
Neither Ethnicity nor Race Reported	0	0
<b>Grand-Total (Auto-Total)</b>	0	0





Gender Not Reported	Auto-Total
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0

0	0
0	0

### 3.3 Student Demographics – Degrees Granted (2006–07)

Please provide demographic data (ethnicity, race, and gender) for the associate's degrees granted in each institution during the reporting period July 1, 2006–June 30, 2007. **(U.S. citizens or permanent residents only)** Report the number of STEM disciplines in the **Disciplines** tab. You will also need to submit data for non-STEM disciplines.

Please copy and paste the tables below for each discipline offered by your institution (plus non-STEM disciplines).

**NOTES:** NSF is interested in data on all disciplines at your institution, not just those targeted by your STEP project. Please distinguish between disciplines targeted by your STEP project and other disciplines offered as degrees.

If your institution considers 'Hispanic' to be a race category, please report all students classified by you as 'Hispanic or Latino, Race Not Reported or Unknown' and report all other students under the appropriate race category.

For students with multiple degrees, if a student has one STEM degree and one non-STEM degree, we will count each degree. If a student has two STEM degrees, it is up to the institution to decide under which degree to report each student under only one degree. We recommend that you maintain internal records of your methods in the Demographics – Degrees Granted section in the **Notes** tab. NSF is most concerned with consistency from year to year.

In the case of multidisciplinary degrees, each institution should decide where to classify these degrees. We recommend that you maintain internal records of your methods—you could use the Student Demographics section in the **Notes** tab. NSF is most concerned with consistency within each institution from year to year.

<b>Discipline:</b> _____		
<b>Not Hispanic or Latino students</b>		
Race(s)	Male	Female
American Indian or Alaska Native	0	0
Asian	0	0
Black or African American	0	0
Native Hawaiian or Other Pacific Islander	0	0
White	0	0
<b>More Than One Race Reported</b> Count students reporting two or more race categories where at least one of the reported categories is: American Indian or Alaska Native, Black or African American, or Native Hawaiian or Other Pacific Islander.	0	0
<b>More Than One Race Reported (Asian &amp; White)</b> Count students reporting both Asian and White, but no other race.	0	0
Race Not Reported or Unknown	0	0
<b>Total Not Hispanic or Latino (Auto-Total)</b>	0	0

Discipline: <input type="text"/>		
<i>Hispanic or Latino students</i>		
Race(s)	Male	Female
American Indian or Alaska Native	0	0
Asian	0	0
Black or African American	0	0
Native Hawaiian or Other Pacific Islander	0	0
White	0	0
<b>More Than One Race Reported</b> Count students reporting two or more race categories where at least one of the reported categories is: American Indian or Alaska Native, Black or African American, or Native Hawaiian or Other Pacific Islander.	0	0
<b>More Than One Race Reported (Asian &amp; White)</b> Count students reporting both Asian and White, but no other race.	0	0
Race Not Reported or Unknown	0	0
<b>Total Hispanic or Latino (Auto-Total)</b>	0	0

Discipline: <input type="text"/>		
Neither Ethnicity nor Race Reported	0	0
<b>Grand-Total (Auto-Total)</b>	0	0



Gender Not Reported	Auto-Total
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0

0	0
0	0

### 3.4 Student Demographics – Transfers to 4-Year Institutions (2005–06)

**This tab is only for institutions whose award start date is after June 30, 2006 but before June 30, 2007.**

Please provide demographic data (ethnicity, race, and gender) for the majors transferring to 4-year programs by your institution during the reporting period July 1, 2005–June 30, 2006. **(U.S. citizens or permanent residents only.)** Report all students transferring to the list of STEM disciplines in the **Disciplines** tab. You will also need to submit data for non-STEM disciplines in the **Disciplines** tab.

Please copy and paste the tables below for each discipline offered by your institution (plus non-STEM disciplines).

**NOTES:** NSF is interested in data on all disciplines at your institution, not just those targeted by your STEP project. Please distinguish between disciplines targeted by your STEP project and other disciplines offered as majors.

If your institution considers 'Hispanic' to be a race category, please report all students classified by you as 'Hispanic or Latino, Race Not Reported or Unknown' and report all other students under the appropriate race category 'Hispanic or Latino'.

For transfer students with multiple majors, if a transfer student has one STEM major and one non-STEM major, report the student as a STEM major. If a transfer student has two STEM majors, it is up to the institution to decide which to report for the student. Please report each transfer student under only one major. We recommend that you maintain internal records of your methods—you could use the Student Demographics – Transfers to 4-Year Institutions section in the **Notes** tab with consistency within each institution from year to year.

In the case of transfer students with multidisciplinary majors, each institution should decide where to classify them. We recommend that you maintain internal records of your methods—you could use the Student Demographics – Transfers to 4-Year Institutions section in the **Notes** tab. NSF is most concerned with consistency within each institution from year to year.

<b>Discipline:</b> _____		
<b>Not Hispanic or Latino students</b>		
Race(s)	Male	Female
American Indian or Alaska Native	0	0
Asian	0	0
Black or African American	0	0
Native Hawaiian or Other Pacific Islander	0	0
White	0	0
<b>More Than One Race Reported</b> Count students reporting two or more race categories where at least one of the reported categories is: American Indian or Alaska Native, Black or African American, or Native Hawaiian or Other Pacific Islander.	0	0
<b>More Than One Race Reported (Asian &amp; White)</b> Count students reporting both Asian and White, but no other race.	0	0
Race Not Reported or Unknown	0	0
<b>Total Not Hispanic or Latino (Auto-Total)</b>	0	0

<b>Discipline:</b>		
<b>Hispanic or Latino students</b>		
Race(s)	Male	Female
American Indian or Alaska Native	0	0
Asian	0	0
Black or African American	0	0
Native Hawaiian or Other Pacific Islander	0	0
White	0	0
<b>More Than One Race Reported</b> Count students reporting two or more race categories where at least one of the reported categories is: American Indian or Alaska Native, Black or African American, or Native Hawaiian or Other Pacific Islander.	0	0
<b>More Than One Race Reported (Asian &amp; White)</b> Count students reporting both Asian and White, but no other race.	0	0
Race Not Reported or Unknown	0	0
<b>Total Hispanic or Latino (Auto-Total)</b>	0	0

<b>Discipline:</b>		
Neither Ethnicity nor Race Reported	0	0
<b>Grand-Total (Auto-Total)</b>	0	0





Gender Not Reported	Auto-Total
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0

0	0
0	0

### 3.4 Student Demographics – Transfers to 4-Year Institutions (2006–07)

Please provide demographic data (ethnicity, race, and gender) for the majors transferring to 4-year programs by your institution during the reporting period July 1, 2006–June 30, 2007. **(U.S. citizens or permanent residents only.)** Please report the number of students transferring to each of the disciplines in the list of STEM disciplines in the **Disciplines** tab. You will also need to submit data for non-STEM disciplines.

Please copy and paste the tables below for each discipline offered by your institution (plus non-STEM disciplines).

**NOTES:** NSF is interested in data on all disciplines at your institution, not just those targeted by your STEP project. Please distinguish between disciplines targeted by your STEP project and other disciplines offered as majors.

If your institution considers 'Hispanic' to be a race category, please report all students classified by you as 'Hispanic or Latino, Race Not Reported or Unknown' and report all other students under the appropriate race category 'Hispanic or Latino'.

For transfer students with multiple majors, if a transfer student has one STEM major and one non-STEM major, report the student as a STEM major. If a transfer student has two STEM majors, it is up to the institution to decide which to report. Please report each transfer student under only one major. We recommend that you maintain internal records of your methods—you could use the Student Demographics – Transfers to 4-Year Institutions section in the **Notes** tab with consistency within each institution from year to year.

In the case of transfer students with multidisciplinary majors, each institution should decide where to classify them. We recommend that you maintain internal records of your methods—you could use the Student Demographics – Transfers to 4-Year Institutions section in the **Notes** tab. NSF is most concerned with consistency within each institution from year to year.

<b>Discipline:</b>		
<b>Not Hispanic or Latino students</b>		
Race(s)	Male	Female
American Indian or Alaska Native	0	0
Asian	0	0
Black or African American	0	0
Native Hawaiian or Other Pacific Islander	0	0
White	0	0
<b>More Than One Race Reported</b> Count students reporting two or more race categories where at least one of the reported categories is: American Indian or Alaska Native, Black or African American, or Native Hawaiian or Other Pacific Islander.	0	0
<b>More Than One Race Reported (Asian &amp; White)</b> Count students reporting both Asian and White, but no other race.	0	0
Race Not Reported or Unknown	0	0
<b>Total Not Hispanic or Latino (Auto-Total)</b>	0	0

Discipline: _____		
<i>Hispanic or Latino students</i>		
Race(s)	Male	Female
American Indian or Alaska Native	0	0
Asian	0	0
Black or African American	0	0
Native Hawaiian or Other Pacific Islander	0	0
White	0	0
<b>More Than One Race Reported</b> Count students reporting two or more race categories where at least one of the reported categories is: American Indian or Alaska Native, Black or African American, or Native Hawaiian or Other Pacific Islander.	0	0
<b>More Than One Race Reported (Asian &amp; White)</b> Count students reporting both Asian and White, but no other race.	0	0
Race Not Reported or Unknown	0	0
<b>Total Hispanic or Latino (Auto-Total)</b>	0	0

Discipline: _____		
Neither Ethnicity nor Race Reported	0	0
<b>Grand-Total (Auto-Total)</b>	0	0



Gender Not Reported	Auto-Total
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0

0	0
0	0

#### 4. Strategies & Activities (2006–07)

Please list and briefly describe the types of strategies and/or activities July 1, 2006–June 30, 2007 that have been planned, implemented, and used to help STEM graduates or STEM majors transferring to 4-year STEM programs. (You may enter multiple strategies/activities and may enter multiple strategies/activities. For multiple entries, use the table below for each strategy/activity.)

**NOTES:** There is no word limit for the narrative questions. You may use as much space as you need to capture your entire response.

Planned: The project intends to use this strategy/activity and may be in the process of making preparations but has not begun trials or implementation of the strategy/activity.

Implemented: The project has begun trials of the strategy/activity. The project is in the process of gathering information about the use of the strategy/activity in order to make modifications and institutionalize the use of the strategy/activity.

Completed: The project has finished trials of the strategy/activity and is in the process of institutionalizing the use of the strategy/activity.

4.1 Title of strategy/activity:

4.2 Status: (Planned/Implemented/Completed)

4.3 Brief description of strategy/activity:

4.4 Number of undergraduate students participating in this strategy/activity (include all strategies/activities only.)

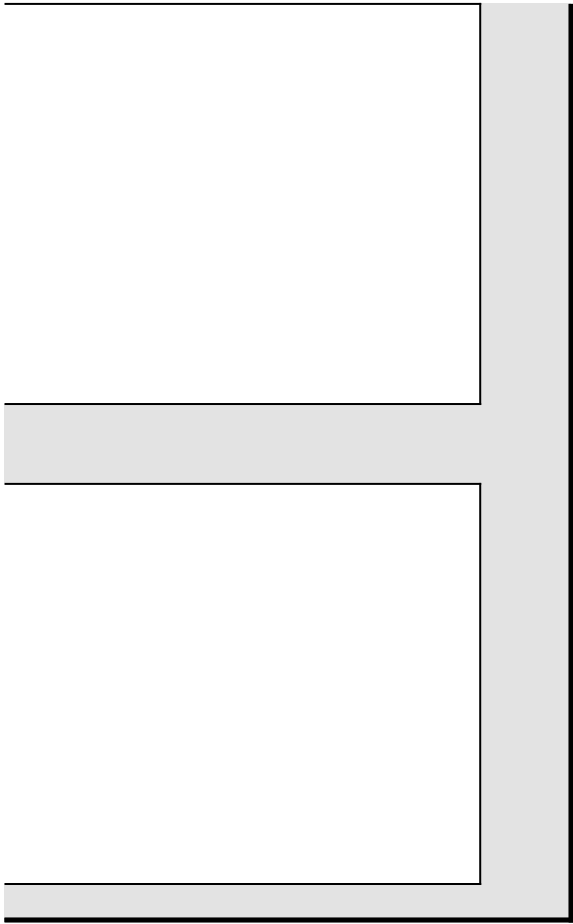
4.5 Number of high school students (include juniors and seniors only) participating in this strategy/activity (Implemented/Completed strategies/activities only.)

4.6 Indications that this strategy/activity will increase the number of students transferring to 4-year STEM programs:

4.7 Describe any challenges in implementing this strategy/activity:









## 5. Challenges (2006–07)

List and briefly describe any challenges involved in increasing the number of STEM graduates or STEM majors transferring to 4-year STEM programs that are not related to the strategies/activities discussed in the **Strategic Plan**. You may add as many challenges as you want. (For multiple challenges, please copy and paste the table below for each challenge.) Include challenges encountered during the reporting period July 1, 2006–June 30, 2007.

**NOTES:** There is no word limit for the narrative questions. You may increase the row height/add additional rows to capture your entire response.

5.1 Title of challenge:

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5.2 Brief description of challenge:

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### **i. Other Influences (2006–07)**

Please describe any influences (positive or negative) beyond the scope of your STEP grant and not already described in the **Strategies** and **Challenges** tabs that may affect the number of STEM graduates or STEM non-transferring to 4-year STEM programs.

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**NOTES:** There is no word limit for the narrative questions. You may increase the row height/add additional rows to capture your entire response.

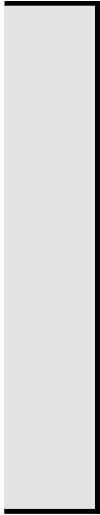
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Description of influences:

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## 7. Student Reach of Project (2006–07)

Please answer the following questions for the current reporting period (i.e., July 1, 2006–June 30, 2007).

**NOTES:** For question 7.2 NSF is not concerned with the number of scholarships, stipends, etc., granted, only the number of undergraduate students receiving funding.

There is no word limit for the narrative question. You may increase the row height/add additional rows to capture your entire response.

7.1 Since many of your activities will serve the same students multiple times, please estimate:

- a. How many distinct undergraduate students participated in the strategies/activities carried out under your STEP grant between July 1, 2006–June 30, 2007 (e.g., students in courses being modified, students in summer programs), whether paid or not and whether the influence was minor or major?

- b. How many distinct high school students (juniors and seniors only) participated in the strategies/activities carried out under your STEP grant between July 1, 2006–June 30, 2007 (e.g., students in summer programs, students in career awareness programs, students being tutored, students in recruitment activities), whether paid or not and whether the influence was minor or major?

7.2 How many undergraduate students received funding of any type under your STEP grant between July 1, 2006–June 30, 2007? This would include any kind of payment from the grant (e.g., tutors, summer research stipends, scholarships, internships, mentors).

7.3 For what types of efforts were undergraduate students funded (e.g., tutors, summer research stipends, scholarships, internships, mentors)?



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# Notes

NSF is most concerned with consistency within each institution from year to year. We recommend keeping internal records of your methods. You may use the space below to enter such information under the corresponding survey sections. These notes are especially helpful if/when a different person is responsible for completing the survey in subsequent years. You can record names and phone numbers/e-mail addresses for contacts from whom information was obtained as well as notes on how certain data were reported. For example, in the case of students with double majors you may decide to report them as STEM majors if at least one of their majors is in a STEM discipline. By saving this kind of information under the appropriate survey section(s) below, next year it will be clear how to report in a consistent fashion that will accurately show trends. (You may increase the row height/add additional rows to capture your notes.)

<b>1. Your Contact Information</b>
<b>2. Institution Definitions</b>
<b>3. Student Demographics (General)</b>

**3.1 Student Demographics – Disciplines Offered**

**3.2 Student Demographics – Majors**

**3.3 Student Demographics – Degrees Granted**

**3.4 Student Demographics – Transfers to 4-Year Institutions**

**4. Strategies & Activities**

**5. Challenges**

**6. Other Influences**

**7. Student Reach of Project**

## STEP Glossary

<b>Completed</b>
The project has finished trials of the strategy/activity and will not be pursuing this strategy/activity.
<b>Ethnicity</b>
<p>A classification indicating general ethnic heritage based on self-identification, as in data collected by the U.S. Census Bureau. These categories are in accordance with the Office of Management and Budget standard classification scheme presented below:</p> <p><b>Hispanic or Latino</b>—A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race</p> <p><b>Not Hispanic or Latino</b>—A person whose ethnicity is not Hispanic or Latino</p> <p><b>Not Reported or Unknown</b>—The data are unavailable or the participant has indicated that he or she does not want to provide this information.</p>
<b>Implemented</b>
The project has begun trials of the strategy/activity. The project may still be in the process of gathering information about the use of the strategy/activity in order to make modifications, or the project may have institutionalized the use of the strategy/activity.
<b>Institution Leader</b>
The individual at the partner institution responsible for the completion/submission of the annual survey.
<b>Lead Institution</b>
The organization that has primary responsibility for the STEP network (i.e., the institution of the principal investigator).
<b>Partner Institutions</b>
The other organizations in the network that are actively involved in STEP activities.
<b>Planned</b>
The project intends to use this strategy/activity and may be carrying out planning discussions and preparations but has not begun trials or implementation of the strategy/activity.
<b>Principal Investigator (PI)</b>
The individual, designated by the awardee and approved by NSF, who is responsible for the scientific or technical direction of the project. Also, the individual at the lead institution responsible for the completion/submission of the annual survey.
<b>Race</b>
<p>A classification indicating general racial or ethnic heritage based on self-identification. Use the following descriptions as a guideline:</p> <p><b>American Indian or Alaska Native</b>—A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.</p>

**Asian**—A person having origins in any of the original peoples of East Asia, Southeast Asia, or the Indian subcontinent. This area includes, for example, China, India, Indonesia, Japan, Korea, and Vietnam.

**Black or African American**—A person having origins in any of the black racial groups of Africa.

**Native Hawaiian or Other Pacific Islander**—A person having origins in any of the original peoples of Hawaii; the U.S. Pacific territories of Guam, American Samoa, and the Northern Marianas; the U.S. Trust Territory of Palau; the islands of Micronesia and Melanesia; or the Philippines.

**White**—A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

**Not Reported or Unknown**—The data are unavailable or the participant has indicated that he or she does not want to provide this information.

**If you have any questions about terms not covered in the glossary, please contact STEP Technical Support at [step@qrc.com](mailto:step@qrc.com) or (866) 227-7127.**

## STEP Frequently Asked Questions (FAQs)

### Q: What is the reporting period for this data collection?

A: The reporting period is July 1–June 30. In order to evaluate the success of your project, NSF is collecting baseline data for the year prior to your award as well as data for each year of your award.

*If your institution's award start date is before June 30, 2006:* You will report data for the current reporting period (July 1, 2006–June 30, 2007) only (contact information, institution definitions, student demographics, strategies & activities, challenges, other influences, and student reach of project).

*If your institution's award start date is after June 30, 2006 but before June 30, 2007:* You will first report data (contact information, institution definitions, and student demographics only) for the July 1, 2005–June 30, 2006 reporting period; these will be your baseline data. Once these data have been submitted to NSF, data for the current reporting period (July 1, 2006–June 30, 2007) may be submitted (contact information, institution definitions, student demographics, strategies & activities, challenges, other influences, and student reach of project).

### Q: Since my institution is submitting data for multiple reporting periods, will we have to enter all these data multiple times?

A: The online system will allow you to carry forward data from the previous reporting period (such as contact information, institution definitions, and disciplines offered), in order to make the data entry process easier. You may then edit these data as needed for the period for which you are reporting.

### Q: How will data entry and submission be handled for lead and partner institutions?

A: Each institution must enter and submit its own data unless alternative arrangements between the lead and partner institution(s) have been made. Lead institutions are ultimately responsible for the completion of both their own survey and their partner institutions' surveys. Using the **Partner Institution Responses** feature (see online system's left-side navigation options), lead institutions can monitor the progress of their partner institutions, view their data, and send them e-mail reminders through the system.

### Q: What if more than one person is involved in completing the survey?

A: Please provide the name and contact information for one primary contact (in addition to the principal investigator/institution leader, if different). This is the person we will initially contact with any questions about the data. If other individuals are involved in the data collection/entry process, we suggest that you maintain their information in your internal records. Each institution will receive one institution ID and password, which will be shared by everyone at that institution involved in responding to the survey.

### Q: What is the Notes feature?



A: At the bottom of the online system's data entry screens there is a pen and paper icon with the words "Show Notes" next to it. If you select the icon/text, a text box appears and the words change to "Hide Notes." If you select the icon/text again, the text box disappears and the words change back to "Show Notes." This is the system's **Notes** feature. Text entered in the Notes textbox (as well as any data entered on the screen) are saved when you select the screen's **Save** button. You may save the screen as many times as needed to capture the relevant Notes information, even if you aren't changing any of the survey data. You may view/print out all of your notes using the **Print My Data** feature (see left-side navigation options).

Throughout the help material, we emphasize that NSF is most concerned with consistency within each institution from year to year and recommend keeping internal records of your methods. The **Notes** feature allows you to enter and save such information right alongside the relevant survey data. This way information helpful to specific sections of the survey will be right-at-hand when filling out those sections and will be carried forward to next year's survey. This is especially helpful if/when a different person is responsible for completing the survey in subsequent years. You can record names and phone numbers/e-mail addresses for contacts from whom information was obtained as well as notes on how certain data were reported. For example, in the case of students with double majors you may decide to report them as STEM majors if at least one of their majors is in a STEM discipline. By saving this kind of information in the appropriate survey section(s), next year it will be clear how to report in a consistent fashion that will accurately show trends.

For this offline data collection tool, we have included a **Notes** tab for you to enter your notes for the various survey sections.

**Q: How do we fill out the Student Demographics information if our institution's academic year/enrollment cutoff date differs from the requested reporting period?**

A: Each student should be counted only once per reporting period. In the Student Demographics section of the survey you should report degrees granted and transfers to 4-year institutions that occurred during the specified reporting period (e.g., July 1, 2005–June 30, 2006). You should report majors as of the cutoff date that your institution uses to determine total undergraduate enrollment (as reported in the Institution Definitions section of your survey). For example, if your cutoff date is October 1, you would use the annualized enrollment data as of October 1, 2005 to report majors for the July 1, 2005–June 30, 2006 reporting period. For the July 1, 2006–June 30, 2007 reporting period, you would use the annualized enrollment data as of October 1, 2006. NSF is most interested in consistency within each institution from year to year. As long as you report the same way each year, NSF will be able to monitor the progress and measure the effectiveness of your STEP project. In the future should there be any change to your institution's cutoff date, you would note this in the Institution Definitions section of your survey and NSF would take this into consideration when analyzing trend data.

**Q: What if my institution's criteria for determining majors are discipline-specific?**

A: You may include all relevant information in your response to the question “What are your institution's requirements for considering a student a Science, Technology, Engineering, and Mathematics (STEM) major (or your institution's equivalent classification)?” (for 2-year institutions)/“What are your institution's requirements for selecting a major?” (for 4-year institutions).

**Q: What happens if my institution's criteria for determining majors change?**

A: Please answer “Yes” to the subquestion “Have these criteria changed since last year?” NSF staff will consider this when analyzing trend data.

**Q: What if the year a student declares his or her major varies by discipline?**

A: It does not matter. NSF is most concerned with consistency within each institution from year to year. You may include all relevant information in your response to the question “What are your institution's requirements for considering a student a STEM major (or your institution's equivalent classification)?” (for 2-year institutions)/“What are your institution's requirements for selecting a major?” (for 4-year institutions).

**Q: What if my institution does not report majors/degrees by the disciplines/categories provided?**

A: A discipline crosswalk has been provided in the online system's **Help & Instructions** feature (see left-side navigation options) and this tool's **Crosswalk** tab to offer guidance in classifying your institution's majors/degrees. Please make your best attempt to match your disciplines with those in the survey. We received feedback from several two-year institutions indicating that they cannot match the survey's disciplines or general categories. If this is the case for your institution, please contact us. We will work with you to establish appropriate categories that will allow NSF to monitor the progress and measure the effectiveness of your STEP project. Remember that NSF is most concerned with consistency within each institution from year to year, rather than comparisons among institutions. We recommend that you maintain internal records of your methods in order to help you report in the same way each year. (You may use the system's Notes feature to record such information alongside of the relevant survey data. For this tool, please use the **Notes** tab to record such information.) If you need assistance, please contact STEP Technical Support at [step@qrc.com](mailto:step@qrc.com) or (866) 227-7127.

**Q: Will institutions have the option to determine which disciplines are STEM disciplines?**

A: A discipline crosswalk has been provided to offer guidance in classifying your institution's majors/degrees; however, institutions should do what makes the most sense for them. We recommend that you maintain internal records of your methods. (You may use the online system's **Notes** feature to record such information alongside of the relevant survey data. For this tool, please use the **Notes** tab to record such information.) NSF is most concerned with consistency within each institution from year to year.

**Q: How do we account for multidisciplinary majors/degrees?**

A: Each institution should decide where to classify these majors/degrees and if/how to split them. We recommend that you maintain internal records of your methods. (You may use the online system's **Notes** feature to record such information alongside of the relevant survey data. For this tool, please use the **Notes** tab to record such information.) NSF is most concerned with consistency within each institution from year to year.

**Q: How do we handle students with multiple majors?**

A: If a student has one STEM major and one non-STEM major, we recommend counting the student as a STEM major. If a student has two STEM majors, it is up to the institution to decide under which major to record the student. Please report each student under only one major. We recommend that you maintain internal records of your methods. (You may use the online system's **Notes** feature to record such information alongside of the relevant survey data. For this tool, please use the **Notes** tab to record such information.) NSF is most concerned with consistency within each institution from year to year.

**Q: How do we handle education-related STEM disciplines (e.g., science secondary education)?**

A: In general, institutions should not count education degrees; however, it will be the institution's decision whether to count education degrees granted by STEM departments. We recommend that you maintain internal records of your methods. (You may use the online system's **Notes** feature to record such information alongside of the relevant survey data. For this tool, please use the **Notes** tab to record such information.) NSF is most concerned with consistency within each institution from year to year.

**Q: Our STEP project involves only biology and chemistry. Do we have to report data for the other disciplines? And how do we differentiate between disciplines targeted by our STEP project and other disciplines offered as majors/degrees by our institution?**

A: NSF is interested in data on all disciplines at your institution, not just those targeted by your STEP project. It is not necessary to distinguish between disciplines targeted by your STEP project and other disciplines offered as majors/degrees by your institution.

**Q: What if my institution does not collect race/ethnicity data at the same level of detail as is requested?**

A: The race/ethnicity categories used in the survey are mandated by the Office of Management and Budget; definitions for each category are provided in the system. Please make your best attempt to match your institution's categories with those in the survey. We recommend that you maintain internal records of your methods. (You may use the online system's **Notes** feature to record such information alongside of the relevant survey data. For this tool, please use the **Notes** tab to record such information.) NSF is most concerned with consistency within each institution from year to year. As long as your institution reports these data in the same way each year, NSF will be able to monitor your project's progress and measure its effectiveness. If you need assistance, please contact STEP Technical Support at step@qrc.com or (866) 227-7127.

**Q: What if my institution considers "Hispanic" to be a race category?**

A: Please report all students classified by your institution as Hispanic under "Hispanic or Latino, Race Not Reported or Unknown" and report all other students under the appropriate race categories under "Not Hispanic or Latino."

**Q: What if my institution does not collect information on multiple races?**

A: Please enter zeros for the More Than One Race Reported categories.

**Q: Is there a word limit for responses to the narrative questions?**

A: No, there is not a word limit for any of the narrative questions. In the online system, you may enter as much information as you want in the appropriate text boxes. The text boxes will capture your entire response and automatically generate a vertical scrolling bar if the text extends beyond the current screen view.

**Q: What is the Repository/Library?**

A: The online STEP Repository/Library allows users to view and download resource files, including files submitted by users and administrative documents created by Macro International (e.g., offline data collection forms). The library includes the following information for each resource: file name (size), title, description, and submitted by (institution/award name and contact person name). Contributions are strictly voluntary. Materials such as surveys/assessments, strategic evaluation matrices, and checklists are sent by system users to STEP Technical Support staff for uploading to the repository.

**Q: How can we share best practices information?**

A: Best practices information can be shared through the Repository/Library.

**Q: Will I be able to get an electronic copy of my institution's data for our records?**

A: Yes, the online system offers the option to print a hard copy of your data and/or to download your data to a Microsoft Excel spreadsheet through the **Print My Data** and **Download My Data** features (see left-side navigation options).

**If you have any questions not covered in the FAQs, please contact STEP Technical Support at [step@qrc.com](mailto:step@qrc.com) or (866) 227-7127.**