APPENDIX B

STEP Crosswalk

DATA ELEMENTS OF THE SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS TALENT EXPANSION PROGRAM (STEP) DATA COLLECTION AND DISTANCE/PROGRAM MONITORING SYSTEM

New Items	Common Collection Categories Questions	Staff and Project Participant Characteristics [i]	Project Implementation Characteristics [ii]	Project Outputs [iii]
	1. Your Contact Information Please supply contact information for the Principal Investigator/Institution Leader and the person completing the survey (if different).			
	PRINCIPAL INVESTIGATOR /INSTITUTION LEADER			
	Name: First, M.I., Last	X		
	Title	X		
	Institution Address: Street, City, State, ZIP Code	X		
	Phone Number and Extension	X		
	Fax Number	X		
	E-mail Address	X		
	STEP Project Web Site Address	X		
	PERSON COMPLETING SURVEY (IF DIFFERENT)			
	Name: First, M.I., Last	X		
	Title	X		
	Phone Number and Extension	X		
	Fax Number	X		
	E-mail Address	X		
	2. Institution Definitions Complete the following questions for the reporting period July 1, 20XX – June 30, 20XX.			
	What cutoff date does your institution use to determine total undergraduate enrollment? (month/day/year)		X	
	Why is this date used?		X	
	Has this date changed since last year? (Yes/No)		X	
	Total undergraduate enrollment		X	
	How does your institution define a full-time equivalent (FTE) student?		X	
	Has this definition changed since last year? (Yes/No)		X	

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[i] Elements of these characteristics include: Name, address, date of birth, gender, ethnicity, race, disability status, class, major, grade point average, yearly fellowship or stipend amount, or project role.

New Items	Common Collection Categories Questions	Staff and Project Participant Characteristics	Project Implementation Characteristics	Project Outputs
	Total undergraduate FTE enrollment		X	
	What are your institution's requirements for selecting a major [4-year institutions]/considering a student a STEM major (or your institution's equivalent classification) [2-year institutions]?		X	
	Have these criteria changed since last year? (Yes/No)		X	
3. Student Demographics				

	3.1 Disciplines Offered at {Institution Name}
	Please indicate the disciplines in which {institution name} offers majors/degrees. If you are not able to classify your data by these disciplines, try the alternative list of categories.
	    (Standard List)
	    Agricultural Science
	    Biological Sciences
	    Chemistry
	    Computer Science
	    Engineering
	    Environmental Science
	    Geosciences
	    Mathematics
	    Physics/Astronomy
	    Psychology
	
	    (Alternative List)
	    Engineering
	    Mathematics
	    Science
			X	

New Items	Common Collection Categories **Questions**	Staff and Project Participant Characteristics	Project Implementation Characteristics	Project Outputs

	3.2 Majors
	Please enter the number of students who have completed the requirements necessary to be officially recognized by your institution as majoring in {Discipline}(or your institution's equivalent classification [2-year institutions only]) between July 1, 20XX – June 30, 20XX (U.S. citizens or permanent residents only).
	Race
	Not Hispanic or Latino
	    American Indian or Alaska Native
	    Asian
	    Black or African American
	    Native Hawaiian or Other Pacific Islander
	    White
	    More Than One Race Reported (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.)
	    More Than One Race Reported (Asian & White) (Count students reporting both Asian and White, but no other race.)
	    Race Not Reported or Unknown
	    Auto-Total Not Hispanic or Latino (read-only)
	Hispanic or Latino
	    American Indian or Alaska Native
	    Asian
	    Black or African American
	    Native Hawaiian or Other Pacific Islander
	    White
	    More Than One Race Reported (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.)
	    More Than One Race Reported (Asian & White) (Count students reporting both Asian and White, but no other race.)
	    Race Not Reported or Unknown
	    Auto-Total Hispanic or Latino (read-only)
	Neither Ethnicity nor Race Reported
	Male
	Female
	Gender Not Reported
	Auto-Total (Read-Only)
				X

New Items	Common Collection Categories **Questions**	Staff and Project Participant Characteristics	Project Implementation Characteristics	Project Outputs

	3.3 Degrees Granted
	Please enter the number of bachelor's degrees [4-year institutions]/associate's degrees [2-year institutions] granted in {Discipline} by ethnicity, race, and gender during the reporting period July 1, 20XX – June 30, 20XX. Count U.S. citizens or permanent residents only.
	Race
	Not Hispanic or Latino
	      American Indian or Alaska Native
	      Asian
	      Black or African American
	      Native Hawaiian or Other Pacific Islander
	      White
	      More Than One Race Reported (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.)
	      More Than One Race Reported (Asian & White) (Count students reporting both Asian and White, but no other race.)
	      Race Not Reported or Unknown
	      Auto-Total Not Hispanic or Latino (read-only)
	Hispanic or Latino
	      American Indian or Alaska Native
	      Asian
	      Black or African American
	      Native Hawaiian or Other Pacific Islander
	      White
	      More Than One Race Reported (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.)
	      More Than One Race Reported (Asian & White) (Count students reporting both Asian and White, but no other race.)
	      Race Not Reported or Unknown
	      Auto-Total Hispanic or Latino (read-only)
	Neither Ethnicity nor Race Reported
	Male
	Female
	Gender Not Reported
	Auto-Total (Read-Only)
				X

New Items	Common Collection Categories Questions	Staff and Project Participant Characteristics	Project Implementation Characteristics	Project Outputs

	3.4 Transfers to 4-Year Institutions
	Please enter the number of transfers to 4-year programs granted in {Discipline} by ethnicity, race, and gender during the reporting period July 1, 20XX – June 30, 20XX. Count U.S. citizens or permanent residents only. [2-year institutions only]
	Race
	Not Hispanic or Latino
	    American Indian or Alaska Native
	    Asian
	    Black or African American
	    Native Hawaiian or Other Pacific Islander
	    White
	    More Than One Race Reported (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.)
	    More Than One Race Reported (Asian & White) (Count students reporting both Asian and White, but no other race.)
	    Race Not Reported or Unknown
	    Auto-Total Not Hispanic or Latino (read-only)
	Hispanic or Latino
	    American Indian or Alaska Native
	    Asian
	    Black or African American
	    Native Hawaiian or Other Pacific Islander
	    White
	    More Than One Race Reported (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.)
	    More Than One Race Reported (Asian & White) (Count students reporting both Asian and White, but no other race.)
	    Race Not Reported or Unknown
	    Auto-Total Hispanic or Latino (read-only)
	Neither Ethnicity nor Race Reported
	Male
	Female
	Gender Not Reported-Only)
				X

New Items	Common Collection Categories Questions	Staff and Project Participant Characteristics	Project Implementation Characteristics	Project Outputs
	4. Strategies and Activities List and briefly describe the types of strategies and/or activities supported under your STEP grant between July 1, 20XX – July 30, 20XX that have been planned, implemented, and/or completed to increase the number of STEM graduates or STEM majors transferring to 4-year STEM programs [2-year institutions only]. (You must enter at least one strategy/activity and may enter multiple strategies/activities).			
	Title of strategy/activity		X	
	Status: Planned/Implemented/Completed		X	
	Brief description of strategy/activity		X	
	Number of undergraduate students participating in this strategy/activity			X
	Number of high school students (juniors and seniors only) participating in this strategy/activity			X
	Indications that this strategy/activity will increase the number of STEM graduates or STEM majors transferring to 4-year STEM programs [2-year institutions only]		X	X
	Describe any challenges in implementing this strategy/activity		X	
	5. Challenges List and briefly describe any challenges involved in increasing the number of STEM graduates or STEM majors transferring to 4-year STEM programs [2-year institutions only] that are not related to the strategies/activities discussed in section 4. You may add as many challenges as you want. Include challenges encountered during the reporting period July 1, 20XX – July 30, 20XX.			
	Title of challenge		X	
	Brief description of challenge		X	

New Items	Common Collection Categories Questions	Staff and Project Participant Characteristics	Project Implementation Characteristics	Project Outputs
	6. Other Influences Please describe any influences (positive or negative) beyond the scope of your STEP grant and not already described in sections 4 and 5 that may affect the number of STEM graduates or STEM majors transferring to 4-year STEM programs [2-year institutions only].			
	Description of influences		X	
	7. Student Reach of Project			
	Since many of your activities will service the same students multiple times, please estimate: How many distinct undergraduate students participated in the strategies/activities carried out under your STEP grant between July 1, 20XX – June 30, 20XX (e.g., students in courses being modified, students in summer programs), whether paid or not and whether the influence was minor or major? How many distinct high school students (juniors and seniors only) participated in the strategies/activities carried out under your STEP grant between July 1, 20XX – June 30, 20XX (e.g., students in summer projects, students in career awareness projects, students being tutored, students in recruitment activities), whether paid or not and whether the influence was minor or major?			X
	How many undergraduate students received funding of any type under your STEP grant between July 1, 20XX – June 30, 20XX? This would include any kind of payment from the grant (e.g., tutors, summer research stipends, scholarships, internships, mentors).			X
	For what types of efforts were undergraduate students funded (e.g., tutors, summer research stipends, scholarships,		X	X

New Items	Common Collection Categories Questions	Staff and Project Participant Characteristics	Project Implementation Characteristics	Project Outputs
	internships, mentors)?			