

APPENDIX C

GK-12 Monitoring System Sample Correspondence to Respondents

E-mail Sent to Lead PIs and Other Previously Identified Co-PIs and Project Coordinators (PCs) on the Day the Award Collection Opens

Dear GK-12 Colleagues,

We are pleased to announce that the National Science Foundation (NSF) Graduate STEM Fellows in K-12 Education (GK-12) program online data collection system is now open. Your login information is provided below.

Per NSF's request, we have been collecting data directly from graduate fellows and cooperating teachers since 2007. All principal investigators (PIs) are responsible for providing basic information about NSF-funded graduate fellows and cooperating teachers who participated during the **June 1, 2009–May 31, 2010** reporting period. Beginning this year, only lead teachers and cooperating teachers who receive support from a GK-12 project's NSF award funds should complete the Lead/NSF-Supported Teacher Survey. PIs are responsible for notifying and coordinating with the graduate fellows and lead/NSF-funded teachers during the GK-12 data collection process and are also responsible for validating and finalizing all submitted data by the data collection completion date.

Please follow the instructions below and ensure that your graduate fellows and lead/NSF-funded teachers complete their surveys no later than **May 14, 2010**. Please release the survey to your graduate fellows and cooperating teachers no later than **April 2, 2010**. NSF requires that 100 percent of the GK-12 graduate fellows complete the Fellow Survey and expects at least 85 percent of each project's lead/NSF-funded teachers to complete the Lead/NSF-Supported Teacher Survey.

You are responsible for initiating graduate fellows' and lead/NSF-supported teachers' submissions by entering required data regarding them and entering other data that they will need to complete their surveys. Once you notify the graduate fellows and lead/NSF-supported teachers about the survey, you can proceed to provide other required information about your GK-12 award.

Instructions for Completing Your Survey

To access the GK-12 online data collection system, please go to the following URL, then enter your user name and password and select "Login."

URL: www.gk12survey.org

User Name:

Password:

Once you have logged in, go to the Survey Tasks screen. You will notice that the survey tasks have been divided into four parts. Please select "Part 1: Prepare Profiles Required for Survey Releases." We then recommend that you:

1. Update and verify the lists of all participants. You must mark checkboxes to indicate that each list is complete. Please provide data names, e-mail addresses, and phone numbers for PIs, co-PIs, project coordinators, graduate fellows, and cooperating teachers. Mark teachers who are lead teachers or who received any support from your project's NSF funds. Please also list academic and nonacademic institutions that partnered/collaborated with your project and K–12 schools that participated.
2. Go to “Part 2: Manage Fellow and Teacher Surveys.” (This section will only become active once you complete Part 1.) Use the forms on the Manage Fellow Surveys and Manage Lead/NSF-Supported Teacher Surveys screens (in Part 2) to e-mail user names, passwords, and the opening letter to your participating graduate fellows and lead/NSF-supported teachers in the survey. Because login credentials are confidential, you will not be able to see them.
3. Proceed to “Part 3: Complete Your Award Survey.” Use the forms in Part 3 to complete the participant profiles you began in Part 1 and to complete the other sections that describe your NSF GK-12 award and your project's additional participants, activities, accomplishments, and funding for the **June 1, 2009–May 31, 2010** reporting period. You must also verify some data entered by the fellows and teachers.
4. Submit the Award Survey as final by **May 14, 2010**. Only the lead PI has the authority to submit final data using “Part 4: Submit Final Data to NSF.”

To ensure that we have as complete a picture as possible of your GK-12 project, it is important to respond to all questions accurately and completely. Responses that can be aggregated provide critical information not only about your project, but also about the entire GK-12 program. Your text and essay responses give us additional and important information that distinguishes your project and allow for an overall understanding of commonalities and differences among GK-12 projects.

We appreciate your cooperation and cannot over-emphasize the significance of your full participation in submitting accurate, complete, and up-to-date information for the annual data collection in a timely manner. The collected data informs and influences program development that is crucial for the scientific community, NSF, Congress, and the public. It is your responsibility as a PI to 1) ensure that the graduate fellows and lead/NSF-supported teachers in your project fill out their surveys accurately and completely and 2) validate and verify all the submitted data before May 14, 2010.

Thank you again for your significant contribution in capturing the excellent work of your GK-12 project during the past year. Please contact ICF Macro technical support via e-mail at gk12@qrc.com (preferred) or by telephone at (866) 227-7127 with any questions or concerns you have about the process. We are grateful for your commitment to this program and your willingness to help with this important task.

Sincerely,

Ping Ge, Ph.D.
Program Director
Graduate STEM Fellows in K-12 Education Program
National Science Foundation

**E-mail Sent From the System to a Graduate Fellow
When the PI Opens the System to a Fellow**

Dear GK-12 Graduate Fellow:

I am pleased to announce that the National Science Foundation (NSF) Graduate STEM Fellows in K-12 Education (GK-12) Program online data collection system is now open for the June 1, 2009 - May 31, 2010 reporting period. Your login is provided below.

Please log into the GK-12 Data Collection System no later than Friday, April 16, 2010. The completed survey is due no later than Friday, April 30, 2010.

In order to ensure that NSF has the most comprehensive picture of your GK-12 participation, it is important that all checkboxes and text boxes in the survey are completed with accurate information. All necessary information is expected to be provided by the final deadline of April 30, 2010, since NSF will not extend the collection period.

Please contact ICF Macro technical support via e-mail at gk12@qrc.com (preferred) or by telephone at (866) 227-7127 from 9 AM to 5 PM EST M-F with any questions or concerns you have about the data collection. I am grateful to your commitment to this program and willingness to help with this important task.

To access the GK-12 Online Data Collection System please begin by going to the following URL, then enter your user name and password and select login

URL: www.gk12survey.org

Username:

Password:

Sincerely,

Changed Name
PI/Co-PI

**E-mail Sent From the System to a Lead/NSF-Supported Teacher
When the PI Opens the System to a Teacher**

Dear GK-12 Cooperating Teacher:

I am pleased to announce that the National Science Foundation (NSF) Graduate STEM Fellows in K-12 Education (GK-12) Program online data collection system is now open for the June 1, 2009 - May 31, 2010 reporting period. Your login is provided below.

Please log into the GK-12 Data Collection System no later than Friday, April 16, 2010. The completed survey is due no later than Friday, April 30, 2010.

In order to ensure that NSF has the most comprehensive picture of your GK-12 participation, it is important that all checkboxes and text boxes in the survey are completed with accurate information. All necessary information is expected to be provided by the final deadline of April 30, 2010, since NSF will not extend the collection period.

Please contact ICF Macro technical support via e-mail at gk12@qrc.com (preferred) or by telephone at (866) 227-7127 from 9 AM to 5 PM EST M-F with any questions or concerns you have about the data collection. I am grateful to your commitment to this program and willingness to help with this important task.

To access the GK-12 Online Data Collection System please begin by going to the following URL, then enter your user name and password and select "Login."

URL: www.gk12survey.org

Username:

Password:

Sincerely,

Changed Name

PI/Co-PI

Reminder E-mail Sent to Lead PIs Regarding Opening the System to Fellows and Teachers - Version 1

Dear PI,

Our records show that no PI, co-PI, or project coordinator logged into the system this year. By **April 2** you need to complete Part 1 of your survey and release the survey to your graduate fellows and lead/NSF supported teachers in Part 2.

NOTE: Even though this year NSF invites only lead and/or NSF-supported teachers to complete the survey, in Part 1 you need to report all cooperating teachers that participated in your projects during the June 1, 2009 – May 31, 2010 collection period regardless of their stipend status and level of support by NSF's funds. Do not mark the "Lead/NSF-Supported Teacher" box for those who should not take the survey this year.

Instructions for Completing Your Survey

To access the GK-12 online data collection system, please go to the following URL, then enter your user name and password and select Login.

URL: www.gk12survey.org

User Name:

Password:

Once you have logged in, go to the Survey Tasks screen. You will notice that the survey tasks have been divided into four parts. Please select "Part 1: Prepare Profiles Required for Survey Releases." We then recommend that you:

1. Update and verify the lists of all participants. You must mark checkboxes to indicate that each list is complete. Please provide names, e-mail addresses, and phone numbers for PIs, co-PIs, project coordinators, graduate fellows, and cooperating teachers. Mark teachers who are lead teachers or who received any support from your project's NSF funds. Please also list academic and nonacademic institutions that partnered/collaborated with your project as well as K-12 schools that participated.
2. Go to "Part 2: Manage Fellow and Teacher Surveys." (This section will only become active once you complete Part 1.) Use the forms on the Manage Fellow Surveys and Manage Lead/NSF-Supported Teacher Surveys screens (in Part 2) to e-mail user names, passwords, and the opening letter to your participating graduate fellows and lead/NSF-supported teachers in the survey. Because login credentials are confidential, you will not be able to see them.

You may then proceed with submitting award data in Part 3. To ensure that we have as complete a picture as possible of your GK-12 project, it is important to respond to all questions accurately and completely.

Please contact technical support via e-mail at gk12@qrc.com (preferred) or by telephone at (866) 227-7127 with any questions or concerns you have about the process.

Thank you so much for your participation in this important effort.

Regards,

GK-12 Technical Support
ICF Macro

Reminder E-mail Sent to Lead PIs Regarding Opening the System to Fellows and Teachers - Version 2

Dear PI,

Our records show that someone from your project team (PI, co-PI or project coordinator) logged into the system but did not save any data. By **April 2** you need to complete Part 1 of your survey and release the survey to your graduate fellows and lead/NSF supported teachers in Part 2.

NOTE: Even though this year NSF invites only lead and/or NSF-supported teachers to complete the survey, in Part 1 you need to report all cooperating that teachers participated in your projects during the June 1, 2009 – May 31, 2010 collection period regardless of their stipend status and level of support by NSF's funds. Do not mark the "Lead/NSF-Supported Teacher" box for those who should not take the survey this year.

Instructions for Completing Your Survey

To access the GK-12 online data collection system, please go to the following URL, then enter your user name and password and select "Login."

URL: www.gk12survey.org

User Name:

Password:

Once you have logged in, go to the Survey Tasks screen. You will notice that the survey tasks have been divided into four parts. Please select "Part 1: Prepare Profiles Required for Survey Releases." We then recommend that you:

1. Update and verify the lists of all participants. You must mark checkboxes to indicate that each list is complete. Please provide names, e-mail addresses, and phone numbers for PIs, co-PIs, project coordinators, graduate fellows, and cooperating teachers. Mark teachers who are lead teachers or who received any support from your project's NSF funds. Please also list academic and nonacademic institutions that partnered/collaborated with your project as well as K-12 schools that participated.
2. Go to "Part 2: Manage Fellow and Teacher Surveys." (This section will only become active once you complete Part 1.) Use the forms on the Manage Fellow Surveys and Manage Lead/NSF-Supported Teacher Surveys screens (in Part 2) to e-mail user names, passwords, and the opening letter to your participating graduate fellows and lead/NSF-supported teachers in the survey. Because login credentials are confidential, you will not be able to see them.

You may then proceed with submitting award data in Part 3. To ensure that we have as complete a picture as possible of your GK-12 project, it is important to respond to all questions accurately and completely.

Please contact technical support via e-mail at gk12@qrc.com (preferred) or by telephone at (866) 227-7127 with any questions or concerns you have about the process.

Thank you so much for your participation in this important effort.

Regards,

GK-12 Technical Support
ICF Macro

Reminder E-mail Sent to Lead PIs Regarding Opening the System to Fellows and Teachers - Version 3

Dear PI,

Our records show that someone from your project team (PI, co-PI or project coordinator) logged into the system but did not complete Part 1 to be able to release the survey to your fellows and teachers. By **April 2** you need to complete Part 1 of your survey and release the survey to your graduate fellows and lead/NSF supported teachers in Part 2.

NOTE: Even though this year NSF invites only lead and/or NSF-supported teachers to complete the survey, in Part 1 you need to report all cooperating teachers that participated in your projects during the June 1, 2009 – May 31, 2010 collection period regardless of their stipend status and level of support by NSF's funds. Do not mark the "Lead/NSF-Supported Teacher" box for those who should not take the survey this year.

Instructions for Completing Your Survey

To access the GK-12 online data collection system, please go to the following URL, then enter your user name and password and select Login.

URL: www.gk12survey.org

User Name:

Password:

Once you have logged in, go to the Survey Tasks screen. You will notice that the survey tasks have been divided into four parts. Please select "Part 1: Prepare Profiles Required for Survey Releases." We then recommend that you:

1. Update and verify the lists of all participants. You must mark checkboxes to indicate that each list is complete. Please provide names, e-mail addresses, and phone numbers for PIs, co-PIs, project coordinators, graduate fellows, and cooperating teachers. Mark teachers who are lead teachers or who received any support from your project's NSF funds. Please also list academic and nonacademic institutions that partnered/collaborated with your project as well as K-12 schools that participated.
2. Go to "Part 2: Manage Fellow and Teacher Surveys." (This section will only become active once you complete Part 1.) Use the forms on the Manage Fellow Surveys and Manage Lead/NSF-Supported Teacher Surveys screens (in Part 2) to e-mail user names, passwords, and the opening letter to your participating graduate fellows and lead/NSF-supported teachers in the survey. Because login credentials are confidential, you will not be able to see them.

You may then proceed with submitting award data in Part 3. To ensure that we have as complete a picture as possible of your GK-12 project, it is important to respond to all questions accurately and completely.

Please contact technical support via e-mail at gk12@qrc.com (preferred) or by telephone at (866) 227-7127 with any questions or concerns you have about the process.

Thank you so much for your participation in this important effort.

Regards,

GK-12 Technical Support
ICF Macro

**Reminder E-mail Sent to Lead PIs Regarding Opening the System
to Fellows and Teachers - Version 4**

Dear PI,

RE: Award # 0123456 - From Hectares to Nanometers: GK-12 Multidisciplinary Explorations of Functional Nanoscience and Tropical Ecosystems at UPR Resource Center for Science and Engineering

Our records show that Part 1 of your survey is completed but the survey has not been released to the fellows and teachers. By **April 2** you need to release the survey to your graduate fellows and lead/NSF supported teachers in Part 2.

NOTE: Even though this year NSF invites only lead and/or NSF-supported teachers to complete the survey, in Part 1 you need to report all cooperating teachers that participated in your projects during the June 1, 2009 – May 31, 2010 collection period regardless of their stipend status and level of support by NSF's funds. Do not mark the "Lead/NSF-Supported Teacher" box for those who should not take the survey this year.

Instructions for Completing Your Survey

To access the GK-12 online data collection system, please go to the following URL, then enter your user name and password and select "Login."

URL: www.gk12survey.org

User Name:

Password:

Once you have logged in, go to the Survey Tasks screen. You will notice that the survey tasks have been divided into four parts. Please select "Part 1: Prepare Profiles Required for Survey Releases." We then recommend that you:

1. Go to "Part 2: Manage Fellow and Teacher Surveys." (This section will only become active once you complete Part 1.) Use the forms on the Manage Fellow Surveys and Manage Lead/NSF-Supported Teacher Surveys screens (in Part 2) to e-mail user names, passwords, and the opening letter to your participating graduate fellows and lead/NSF-supported teachers in the survey. Because login credentials are confidential, you will not be able to see them.

You may then proceed with submitting award data in Part 3. To ensure that we have as complete a picture as possible of your GK-12 project, it is important to respond to all questions accurately and completely.

Please contact technical support via e-mail at gk12@qrc.com (preferred) or by telephone at (866) 227-7127 with any questions or concerns you have about the process.

Thank you so much for your participation in this important effort.

Regards,

GK-12 Technical Support

ICF Macro

**Reminder E-mail Sent to Lead PIs Regarding the
Closing Date for Fellows and Teachers**

Dear GK-12 Colleague(s),

At this time we are just reminding you of the closing date of the fellow and teacher surveys, **April 30, 2010**. NSF will not be extending the collection period this year.

Please make sure your fellows and teacher have final submitted their online survey and all sections on the PI survey have been completed so that you may Final Submit your survey by **May 14, 2010**. Please note that you must have a 100% response rate from your fellows in order to be able to final submit your report to NSF.

URL: www.gk12survey.org

Please keep in mind that in the "Print My Data" screen you will be able to generate reports of submitted data that you can later upload to FastLane as part of your annual/final report. Please note that the GK-12 online system is a separate data collection from FastLane. (If you have any questions regarding FastLane, please direct them to FastLane User Support at 1-800-673-6188.)

If you have any more questions or concerns, then please do not hesitate to contact our technical support at gk12@qrc.com or 1-866-227-7127 from 9 AM to 5 PM EST M-F.

Sincerely,

GK-12 Technical Support
ICF Macro

Reminder E-mail Sent to Lead PIs Regarding the Closing Date for Awards

Dear GK-12 Colleague(s),

We would like to remind you that your report is due TODAY, **May 14, 2010**. The NSF GK-12 online survey and the NSF GK-12 online system will then be closed. **NSF will not be extending the collection period this year.**

You are able to final submit the overall project report to NSF once you complete all sections in Part 3 of your project survey. _

URL: www.gk12survey.org

Please keep in mind that, even when the system is closed, you can use the “Print My Data” screen to generate reports of submitted data that you can later upload to FastLane as part of your annual/final report. Please note that the GK-12 online system is a separate data collection from FastLane. (If you have any questions regarding FastLane, please direct them to FastLane User Support at 1-800-673-6188.)

If you have any questions or concerns, then please do not hesitate to contact our technical support at gk12@qrc.com or 1-866-227-7127 from 9 AM to 5 PM EDT M-F.

Sincerely,

GK-12 Technical Support Team
ICF Macro