APPENDIX C

IGERT Monitoring System
Sample Correspondence to Respondents

E-mail Notification of System Launch: Group 1 Awards

IGERT #:
IGERT Title:
IGERT PI:

Dear Dr.;

We are pleased to announce that the IGERT web-based Annual Survey system is now open through QRC (Macro International).

The period in which you are expected to complete both the PI and all Trainee reports is <mark>March 1 – April 30, 2010</mark>

Here is a reminder about the process
STEP 1: Annual Survey completed on QRC website
STEP 2: Approval of Annual Survey on QRC website by IGERT Program Directors (revisions may be requested prior to approval)
STEP 3: Generation of the official approved Annual Report PDF for download
STEP 4: Upload the official Annual Report PDF into FastLane prior to your grant anniversary date
STEP 5: Approval of Annual Report in FastLane by IGERT Program Directors

The reporting window of <mark>March 1 – April 30, 2010</mark> was chosen to ensure that you will remain in compliance with FastLane reporting requirements and that you will receive your Continuing Grant Increment (CGI) on time. **If your report is LATE in FastLane you will be unable to receive your CGIs, no-cost-extensions (NCEs), or make changes to PIs or co-PIs on any NSF award you or your co-PIs are listed on.**

Please be reminded that the reporting period for this Annual Report only encompasses work done by your IGERT from June 1, 2009 to May 31, 2010.

You may enter your IGERT data at https://www.igertweb.org/ (grant number: **xxxxxxx**) (password: **xxxxxxxx**).

Technical assistance in completing the survey is available through QRC (Macro International), as indicated on the surveys themselves.

Upon review and approval of your web-based Annual Survey by NSF, you will receive notification and access to a downloadable official Annual Report PDF file. When you are notified by NSF FastLane that your annual report is due, please simply upload this PDF to FastLane. You do NOT need to fill in any of the other details on the FastLane Annual Report form, except to say "NO" in the publications field. Then simply upload the PDF of your official approved Annual Report.

If you have any problems uploading the PDF, or any other questions about the FastLane system, please contact the NSF FastLane Help Desk at 1-800-673-6188 (open 7am to 9pm Eastern Time, Monday-Friday). All FastLane-related questions must be directed to the FastLane Help Desk – QRC (Macro International) and the NSF Program Directors cannot help with FastLane issues.

Please forward this message to anyone who will be helping in the preparation of your Annual Survey (i.e. Project Coordinators).

Thank you in advance for your diligence and timeliness in completing your Annual Survey. This data collection is crucial for IGERT as an education and training program and provides the NSF with essential feedback about your program's challenges and successes.

Vikram Jaswal and Ram Ramasubramanian
IGERT Program Directors

E-mail Notification of System Launch: Group 2 Awards

IGERT #:
IGERT Title:
IGERT PI:

Dear Dr.;

We are pleased to announce that the IGERT web-based Annual Survey system is now open through QRC (Macro International).

The period in which you are expected to complete both the PI and all Trainee reports is <mark>**April 1 – May 31, 2010**</mark>

Here is a reminder about the process
STEP 1: Annual Survey completed at on QRC website
STEP 2: Approval of Annual Survey on QRC website by IGERT Program Directors (revisions may be requested prior to approval)
STEP 3: Generation of the official approved Annual <u>Report</u> PDF for download
STEP 4: Upload the official Annual Report PDF into FastLane prior to your <u>grant anniversary date</u>
STEP 5: Approval of Annual Report in FastLane by IGERT Program Directors

The reporting window of <mark>**April 1 – May 31, 2010**</mark> was chosen to ensure that you will remain in compliance with FastLane reporting requirements and that you will receive your Continuing Grant Increment (CGI) on time. **If your report is LATE in <u>FastLane</u> you will be unable to receive your CGIs, no-cost-extensions (NCEs), or make changes to PIs or co-PIs on <u>any</u> NSF award you or your co-PIs are listed on.**

Please be reminded that the reporting period for this Annual Report only encompasses work done by your IGERT from <u>June 1, 2009 to May 31, 2010</u>.

You may enter your IGERT data at <u>https://www.igertweb.org/</u> (grant number: xxxxxxx) (password: xxxxxxxx).

Technical assistance in completing the survey is available through QRC (Macro International), as indicated on the surveys themselves.

Upon review and approval of your web-based Annual Survey by NSF, you will receive notification and access to a downloadable official Annual Report PDF file. When you are notified by NSF FastLane that your annual report is due, please simply upload this PDF to FastLane. You do NOT need to fill in any of the other details on the FastLane Annual Report form, except to say "NO" in the publications field. Then simply upload the PDF of your official approved Annual Report.

If you have any problems uploading the PDF, or any other questions about the FastLane system, please contact the NSF FastLane Help Desk at 1-800-673-6188 (open 7am to 9pm Eastern Time, Monday-Friday). All FastLane-related questions must be directed to the FastLane Help Desk – QRC (Macro International) and the NSF Program Directors cannot help with FastLane issues.

Please forward this message to anyone who will be helping in the preparation of your Annual Survey (i.e. Project Coordinators).

Thank you in advance for your diligence and timeliness in completing your Annual Survey. This data collection is crucial for IGERT as an education and training program and provides the NSF with essential feedback about your program's challenges and successes.

Vikram Jaswal and Ram Ramasubramanian
IGERT Program Directors

E-mail Reminder for Awardees

Dear Dr.,

At this time we would like to remind you that the 2010 IGERT Annual Survey is now open for data collection. Below please find your login credentials to the online survey:

URL: https://www.igertweb.org/
Grant #: xxxxxxx
Password: xxxxxxxx

Please log in to the online system and begin submitting data in order to meet the survey deadline of May 31, 2010. Additionally, please contact your trainees to ensure that they submit their trainee surveys as soon as possible.

If you have any questions or concerns, please do not hesitate to contact our technical support at igert@qrc.com from 9AM to 5PM ET M-F.

Sincerely,
Chris Griffith
IGERT Technical Support

Final E-mail Reminder to Awards Yet to Submit

Dear Dr.,

This is a final reminder that the deadline for submitting your 2010 IGERT Annual Survey is Monday, May 31. However, in light of the Memorial Day holiday, the deadline will be moved to Tuesday, June 1. Please make every effort to submit your survey data on or before June 1. Since all trainees must complete their trainee surveys prior to submission of the PI report, we encourage you to contact your trainees to ensure that they complete their trainee surveys in advance of the June 1 reporting deadline.

If you have any questions or concerns, please do not hesitate to contact us at igert@qrc.com from 9AM to 5PM ET M-F.

Sincerely,
Chris Griffith
IGERT Technical Support