APPENDIX C

LSAMP Monitoring System
Sample Correspondence to Respondents

E-mail Notification of System Launch

June 14, 20XX

Dear LSAMP Colleagues,

Thank you for your help in updating the National Science Foundation's electronic database for the Louis Stokes Alliances for Minority Participation (LSAMP) program. The data requested for the 20XX LSAMP Web survey are the same as those collected in 2009.

To complete data entry online, you will need a Web browser (such as Microsoft (MS) Internet Explorer or Mozilla Firefox) in version 4.0 or better. When you are ready to enter data, open your Web browser and go to www.lsamp.org. Log in by entering your user ID **()** and password **()**. You may also complete data entry offline using an MS Excel spreadsheet.

Please inform your partner institutions that the 2010 LSAMP survey is now open, which can be done automatically online by logging into the system and clicking on the Partners tab. Once you are at the Partner Institutions Validation menu, click on the **E-mail Partner Institution** button. This will bring you to the E-mail Partner Institutions menu, which allows you to automatically e-mail your partner institutions their survey opening letters.

Instructions can be found online to assist you with reporting data. Help text and instructions are available on each Web LSAMP screen. If you have any questions or experience any problems, contact Technical Support by e-mail at amp@qrc.com or by phone at (866) 227-7127.

As in previous years, several levels of security (in addition to the HTTPS technology now employed) are in place to ensure that your data remain confidential. When you first log in to the system, you will be asked to create a new password. Please note that the password is case sensitive and requires at least one of each of the following: upper case letter, lower case letter, number, and special character. LSAMP data will be made available in report format through the ExACT reporting system.

Please complete this survey by November 3, 20XX. Your annual response to this survey is vital and much appreciated.

Sincerely yours,
A. James Hicks

Director, LSAMP

cc: ICF Macro

E-mail Reminder for Awardees

Dear LSAMP Colleagues,

Thank you for your participation in updating the National Science Foundation's (NSF) electronic database for the Louis Stokes Alliances for Minority Participation (LSAMP) Program. We would like to remind you that the 20XX LSAMP survey cycle due date is November 3, 20XX.

For the Lead institution to successfully final submit, all the partner institutions have to final submit first. You should see the Final Submission symbol on all the partner institutions sites.

If you need an extension, please email us at amp@qrc.com with a reason for the extension request.

Please let us know if you have any questions or concerns.

Best Regards,
Michael Hooks
LSAMP Technical Support