

APPENDIX C

S-STEM Monitoring System Sample Correspondence to Respondents

E-mail Notification of System Launch

Dear Dr. %(pi_last_name):

We are pleased to announce that the National Science Foundation's (NSF) Scholarships in Science, Technology, Engineering, and Mathematics (S-STEM) Scholarship Reporting Site is now open. Please note that this system is not part of the NSF FastLane system, and this data collection is a separate reporting requirement from the Annual Project Report submitted through FastLane. The information collected will be kept confidential, and only aggregate data will be reported.

To access the system, please use the following login information:

<https://www.s-stem.org/>

Award ID: %(awd_id)

Password: %(awd_password)

Please use the system to enter data for all students associated with your S-STEM award, up to and including the current semester/quarter. This includes student demographics, semester/quarter details, and follow-up questions.

For returning awards, the data you entered in the old system have been pre-loaded into the new system. Please note that re-saving previously saved data screens that are currently marked as "complete" may cause their status to change to "in progress" since the new system contains data fields that were not included in the old system. In some cases your previously entered data include duplicate student records. Please follow the prompts on the Student Demographics screen to review these records and resolve the discrepancies. Per NSF's instructions, the new system (like the old system) does not allow users to delete records. If you find problems with your data that you are not able to fix on your end, please let us know and we will work with you to correct them.

We realize that there was a period when PIs could not enter student data. This was because the old system was not available and the current site had not been created. Please enter data for all students in the current semester/quarter. In addition, we would like as much data as possible for students in prior semesters/quarters. If you have data for prior semesters/quarters, either for students already in the database or for students who received scholarships while the data entry system was unavailable, please provide as much as you reasonably can. We recognize that data may be incomplete.

Additional help and instructions are available within the system by clicking the Help link found in the upper right-hand corner of each screen.

The data reporting site and support are being provided by ICF Macro under contract with NSF. If you have any questions or concerns, please contact S-STEM Technical Support at support@s-stem.org or (800) 779-5507.

The information you provide is essential to evaluate the impact of the S-STEM program and to continue improving it. We look forward to working with you on this important data collection effort.

Sincerely,
Mary Sanders
S-STEM Project Manager
ICF Macro
support@s-stem.org
(800) 779-5507

Winter/Spring 2010 Reminder E-mail

Dear Dr. %(pi_last_name):

This is a friendly reminder to login to the NSF S-STEM Scholarship Reporting Site to enter your data for winter/spring 2010 and to update your data for previous terms as needed.

To access the system, please use the following login information:

<https://www.s-stem.org/>
Award ID: %(awd_id)
Password: %(awd_password)

Please enter data for all students associated with your S-STEM award, up to and including the current semester/quarter. This includes student demographics, semester/quarter details, and follow-up questions.

Please note that this system is not part of the NSF FastLane system, and this data collection is a separate reporting requirement from the Annual Project Report submitted through FastLane. The information collected will be kept confidential, and only aggregate data will be reported.

Per NSF's instructions, the system does not allow users to delete records. If you find problems with your data that you are not able to fix, please let us know and we will work with you to correct them.

We realize that there was a period when PIs could not enter data because the old system was not available and the current site had not yet been created. Please enter data for all current students and as much data as you reasonably can for prior semesters/quarters. We recognize that the earlier data may be incomplete.

Additional help and instructions are available within the system by clicking on the Help link found in the upper right-hand corner of each screen.

Technical support is being provided by ICF Macro under contract with NSF. If you have any questions or concerns, please contact S-STEM Technical Support at support@s-stem.org or (800) 779-5507.

The information you provide is essential to evaluate the effectiveness of the S-STEM program and to continue improving it. We look forward to working with you on this important data collection effort.

Sincerely,

Mary Sanders

S-STEM Project Manager
support@s-stem.org
(800) 779-5507

Follow-Up E-mail Message for Non-Respondents

Dear Dr. %(pi_last_name):

We notified you twice last year about the re-opening of the NSF S-STEM Scholarship Reporting Site (formerly CSEMS), and we have not heard from you since then. Your data are essential to evaluate the effectiveness of the S-STEM program and to continue improving it.

Please reply to this e-mail or login using the following information:

<https://www.s-stem.org/>

Award ID: %(awd_id)

Password: %(awd_password)

We will follow up with you by phone if you do not reply to this message or login to the reporting site by April 9.

According to the S-STEM program solicitation, each PI is required to use the S-STEM Scholarship Reporting Site to report information about each S-STEM scholar within 30 days of the beginning of each semester or quarter. Please use the system to enter data for all students associated with your S-STEM award, up to and including the current semester/quarter. This includes student demographics, semester/quarter details, and follow-up questions. Please make your best effort to report your data by the end of the current semester/quarter.

Please note that this system is not part of the NSF FastLane system, and this data collection is a separate reporting requirement from the Annual Project Report submitted through FastLane. The information collected will be kept confidential, and only aggregate data will be reported.

For returning awards, the data you entered in the old system have been pre-loaded into the new system. Please note that re-saving previously saved data screens that are currently marked as “complete” may cause their status to change to “in progress” since the new system contains data fields that were not included in the old system. In some cases your previously entered data include duplicate student records. Please follow the prompts on the Student Demographics screen to review these records and resolve the discrepancies.

Per NSF's instructions, the system does not allow users to delete records. If you find problems with your data that you are not able to fix, please let us know and we will work with you to correct them.

We realize that there was a period when PIs could not enter data because the old system was not available and the current site had not yet been created. Please enter data for all

current students and as much data as you reasonably can for prior semesters/quarters. We recognize that the earlier data may be incomplete.

Additional help and instructions are available within the system by clicking on the **Help** link found in the upper right-hand corner of each screen.

Technical support is being provided by ICF Macro under contract with NSF. If you have any questions or concerns, please contact S-STEM Technical Support at support@s-stem.org or (800) 779-5507.

The information you provide is essential to evaluate the effectiveness of the S-STEM program and to continue improving it. We look forward to working with you on this important data collection effort.

Sincerely,

Mary Sanders
S-STEM Project Manager
support@s-stem.org
(800) 779-5507

Follow-Up E-mail Message for Awards that Haven't Logged In Yet

Dear Dr. %(pi_last_name):

We are following up with you because no one from your award has yet logged in and entered data into the S-STEM Scholarship Reporting Site. This reporting requirement is described in Section VII.C of the S-STEM program solicitation, the latest version of which is located here:

<http://www.nsf.gov/pubs/2009/nsf09567/nsf09567.htm#reportreq>

Each S-STEM PI is required to complete information about each S-STEM scholar and subsequently update the information reported for each semester/quarter of continued S-STEM support. Information should be provided within 30 days of the beginning of each semester/quarter, and no later than the end of the semester/quarter.

Once you have logged into the site you may find useful to review the help material by clicking on **Help** in the upper right corner of any screen, which brings up a separate window. If you have not received any of our previous e-mail messages with your login information, please let us know and we will send it again. If you have any further questions please contact S-STEM Technical Support by phone at (800) 779-5507 or by e-mail at support@s-stem.org.

Thanks,

Kelli Keith
S-STEM Technical Support
support@s-stem.org
(800) 779-5507

Follow-Up E-mail Message for Awards with No Semester/Quarter Detail Data

Dear Dr. %(pi_last_name):

This is a friendly reminder to login to the NSF S-STEM Scholarship Reporting Site to enter semester/quarter details for all semesters/quarters in which one or more students from your institution received S-STEM scholarship funding.

To access the system, please use the following login information:

<https://www.s-stem.org/>
Award ID: %(awd_id)
Password: %(awd_password)

According to the S-STEM program solicitation, each PI is required to complete information about each S-STEM scholar and subsequently update the information reported for each semester/quarter of continued S-STEM support. Information should be provided within 30 days of the beginning of each semester/quarter and no later than the end of the semester/quarter. As of May 28, 2010, no semester/quarter details have been entered for your award.

The system will automatically generate records for semesters/quarters that are indicated as a starting semester/quarter for one or more students in the Student Demographics section. You must manually add all other semesters/quarters in which students received S-STEM funding. The summary report at the bottom of the Main Menu screen lists the semesters/quarters currently included in your report. To add a new semester/quarter:

1. From the Main Menu screen, click on **3. Semester/Quarter Details**.
2. At the bottom of the All Semesters/Quarters screen, click on **Add a New Semester/Quarter**.
3. On the Add a New Semester/Quarter screen, select the desired year and semester/quarter and click on **Add New Semester/Quarter**.
4. Repeat these steps as needed.

For each student please enter semester/quarter details (i.e., cumulative GPA, S-STEM scholarship amount, intended major, class, employment hours/week, STEM-related internship, activities, student status) for each semester/quarter from the first semester/quarter during which the student began receiving S-STEM scholarship funding until he or she exits the S-STEM program (i.e., graduates, transfers, leaves the program). For all graduated students, please also answer the questions in the Follow-Up Questions section.

When moving forward to current semesters/quarters please enter as much information as possible at the beginning of the semester/quarter. You can return at the end of the semester/quarter to update details such as STEM-related internship, employment hours/week, activities, and student status, as necessary.

Per NSF's instructions, the system does not allow users to delete records. If you find problems with your data that you are unable to fix, please let us know and we will work with you to correct them. We are happy to assist you with any other concerns or questions you have regarding the reporting site.

To find useful help material, click on **Help** in the upper right corner of any screen, which brings up a separate window. If you do not find the answer to your question, please contact S-STEM Technical Support by phone at (800) 779-5507 or by e-mail at support@s-stem.org.

The information you provide is essential to evaluate the effectiveness of the S-STEM program and to continue improving it. We look forward to working with you on this important data collection effort.

Sincerely,

Kelli Keith
S-STEM Technical Support
support@s-stem.org
(800) 779-5507

Message for New PIs

Dear Dr. %(pi_last_name):

Congratulations on being named PI for NSF S-STEM Award %(awd_id)! As the PI for this award, please use the S-STEM Scholarship Reporting Site to report information about each S-STEM scholar supported by your grant.

To access the system, please use the following login information:

<https://www.s-stem.org/>
Award ID: %(awd_id)
Password: %(awd_password)

As specified in your S-STEM program solicitation, please use the system to enter data for all students associated with your S-STEM award, up to and including the current semester/quarter. This includes student demographics, semester/quarter details, and follow-up questions.

Please note that this system is not part of the NSF FastLane system, and this data collection is a separate reporting requirement from the Annual Project Report submitted through FastLane. The information collected will be kept confidential, and only aggregate data will be reported.

Per NSF's instructions, the system does not allow users to delete records. If you find problems with your data that you are not able to fix, please let us know and we will work with you to correct them.

Additional help and instructions are available within the system by clicking the **Help** link found in the upper right corner of any screen.

Technical support is being provided by ICF Macro under contract with NSF. If you have any questions about the reporting site, please contact S-STEM Technical Support by e-mail at support@s-stem.org or by phone at (800) 779-5507. If you have any concerns about the legitimacy of this data collection, the S-STEM program description on the NSF Web site includes more information and a list of NSF contacts:

http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=5257&org=DUE&from=home

The information you provide is essential to evaluate the effectiveness of the S-STEM program and to continue improving it. We look forward to working with you on this important data collection effort.

Sincerely,

Mary Sanders

S-STEM Project Manager
support@s-stem.org
(800) 779-5507

Award Locked E-mail Message

This email was generated from the S-STEM Scholarship Reporting Site.

The account associated with S-STEM award [#####] was locked due to three unsuccessful login attempts. The award will remain locked until 11:43 AM on May 21, 2010.

To recover a forgotten password, please click the "Forgot Your Password?" link on the login screen: <https://www.s-stem.org/>

If you have any questions or concerns, please contact S-STEM Technical Support at support@s-stem.org or (800) 779-5507.