APPENDIX A

S-STEM Monitoring System Screenshots

S-STEM Scholarship Reporting Site
Scholarships in Science, Technology, Engineering, and Mathematics

New User Sign Up

To create a new account, please enter your award ID and the PI's e-mail address as it appears in the PI Info module of FastLane and click on **New User Sign Up**. The new account information will be sent to the PI's e-mail address on file.

Changes to the PI's email address can be made via the PI Info module on FastLane, and will be reflected here on the Monday following the change.

- Award ID: [   ]

- PI's E-mail Address: [   ]

[Back to login](#)

[New User Sign Up]

S-STEM Scholarship Reporting Site
Scholarships in Science, Technology, Engineering, and Mathematics

Forgot Your Password?

To receive an e-mail with your password, please enter your award ID and the PI's e-mail address as it appears in the PI Info module of FastLane and click on **Email Password**. Your password will be sent to the PI's e-mail address on file.

Changes to the PI's email address can be made via the PI Info module on FastLane, and will be reflected here on the Monday following the change.

• Award ID: [   ]

• PI's E-mail Address: [   ]

Back to login

[Email Password]

OMB 3145-0136
Privacy & Public Burden Statements

S-STEM Scholarship Reporting Site
Scholarships in Science, Technology, Engineering, and Mathematics

Privacy & Public Burden Statements

Privacy & Public Burden Statements

Information from this data collection system will be retained by the National Science Foundation (NSF), a Federal agency, and will be an integral part of its Privacy Act System of Records in accordance with the Privacy Act of 1974 and maintained in the Education and Training System of Records 63 Fed. Reg. 264, 272 (January 5, 1998). All individually identifiable information supplied by individuals or institutions to a Federal agency may be used only for the purposes outlined in the system of records notice and may not be disclosed or used in identifiable form for any other purpose, unless otherwise compelled by law. These are confidential files accessible only to appropriate NSF officials, their staffs, and their contractors responsible for monitoring, assessing, and evaluating NSF programs. Only data in highly aggregated form, or data explicitly requested as "for general use," will be made available to anyone outside of NSF for research purposes. Data submitted will be used in accordance with criteria established by NSF for monitoring research and education grants, and in response to Public Law 99-383 and 42 USC 1885c. Date of birth will be maintained in accordance with the requirements of the Privacy Act of 1974.

Submission of the requested information is not mandatory. The annual public burden for this collection of information is estimated to average 5 hours and 30 minutes, including the time for reviewing instructions. Send comments regarding this burden estimate and any other aspect of this collection of information, including suggestions for reducing burden, to: Suzanne Plimpton, Reports Clearance Officer, Systems and Services Branch, Division of Administrative Services, National Science Foundation, Arlington, VA 22230. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB number for this collection is **3145-0136**.

Note: This Web-based application uses "session variables" to allow you to complete the requested information and send it to an NSF server. These session variables require that your browser be set to accept cookies. If you attempt to login to the input portion of this application and you receive a blank page or an incomplete page, it is likely that your browser is not set to accept cookies. The session variables are used only for the duration of the individual session and then only for navigation between pages and the server database. No personally identifiable information is collected or retained by NSF after the session is complete.

OMB Number: 3145-0136
Expiration Date: 6/30/11
Privacy & Public Burden Statements

S-STEM Scholarship Reporting Site
Scholarships in Science, Technology, Engineering, and Mathematics

Jill Jones - Virginia State Univ - Award 0000002

Contact Us | Help | Logout

Main Menu

Your data contains duplicate student records. Please resolve your duplicate students before entering additional data.

Welcome to the National Science Foundation's Scholarships in Science, Technology, Engineering, and Mathematics (S-STEM) Scholarship Reporting Site.

The S-STEM program solicitation requires each PI to provide data about S-STEM scholars for every semester/quarter in which they received S-STEM support. Data should be reported within 30 days of the beginning of each semester/quarter, and no later than the end of the semester/quarter.

Please use the links below to provide new or updated data:

1. **Award Details and Program Activities**

2. **Student Demographics**

3. **Semester/Quarter Details**

4. **Follow-Up Questions**

The table below shows the status of student data you have entered so far.

- New students automatically carry forward to later semesters until they exit.
- Follow-up questions appear only after students have graduated.

Count of Student Data Records, by Completion Status		Not Started	In Progress	Completed	Total
Student Demographics		-	21	16	37
Semester/ Quarter Details	Spring 1999	1	0	0	1
	Spring 2007	2	0	4	6
	Summer 2007	2	1	4	7
	Fall 2007	2	0	9	11
	Spring 2008	2	0	12	14
	Summer 2008	2	1	9	12
	Fall 2008	19	4	7	30
	Winter 2009	26	0	1	27
	Fall 2009	29	0	0	29
	Spring 2010	29	0	0	29
	Fall 2010	29	0	0	29
Follow-Up Questions		0	6	1	7

Student Demographics

The table below displays all students entered so far for your award. Please review the list and add new/additional students as needed so that all student scholarship recipients for every term of your active award (including the current semester/quarter) are included. You may sort the table by clicking on any column heading that contains a link. Click on the same column heading again to reverse the sort order. You may also filter the table to display only students who have a particular current status by selecting a status value from the Show dropdown list and clicking on **Filter**. Click on **Edit** next to a student's name to update the student's demographic data. Click on **Add New Student** to add a new student. Click on **Return to Main Menu** to return to the Main Menu screen.

You may also upload student demographics using a Microsoft Excel spreadsheet.

You may also resolve duplicate students who may already exist in the system.

You may also use the Student Summaries feature to view all data that have been entered for a specific student.

Student Demographics

Add New Student | Return to Main Menu   Show: All Students | Filter

Status	Action	First Name	Last Name	S-STEM Start	Degree Program	Current Student Status
completed	Edit	Wesley C.	Bailey	Fall 2008	Associate's	Active
in progress	Edit	Wesley C.	Bailey	Spring 2007	Bachelor's	(no semester records)
completed	Edit	Tan A.	Bowen	Summer 2008	Associate's	Leave of Absence
completed	Edit	Sandra J.	Cameron	Spring 2008	Associate's	Graduated
completed	Edit	Nicholas D.	Close	Fall 2007	Associate's	Active
completed	Edit	Richard B.	Close	Spring 2008	Associate's	Graduated
in progress	Edit	Lindsey A.	Dietz	Fall 2010	Associate's	Graduated
completed	Edit	Julie A.	Jones	Spring 2007	Associate's	Graduated
completed	Edit	Joshua W.	Kroll	Fall 2007	Associate's	Graduated
completed	Edit	Jessica P.	Laffoon	Summer 2007	Associate's	Graduated
completed	Edit	Jawdat R.	Nguyen	Summer 2007	Associate's	Graduated
completed	Edit	Deborah H.	Overton	Spring 2007	Associate's	Left Program
completed	Edit	Carl P.	Powell	Spring 2007	Associate's	Graduated
completed	Edit	Brahima B.	Satterfield	Spring 2007	Associate's	Active
completed	Edit	Billie Jo G.	Soumahoro	Fall 2007	Associate's	Active
completed	Edit	Beverly G.	Williams	Fall 2007	Associate's	Leave of Absence
completed	Edit	Allen	Wolfenbarger	Fall 2008	Associate's	Active

Add New Student | Return to Main Menu

S-STEM Scholarship Reporting Site
Scholarships in Science, Technology, Engineering, and Mathematics

William Carver - Washington State Univ - Award 0000003

Add a New Student

Enter or update the information below and click on **Save**, or click on **Cancel** to return to the Student Demographics screen.

Fields marked with a • are required to save this form.
Fields marked with a ‡ are required for this form to be marked as completed.

1. Student Details

• First Name: _____

Middle Initial: ___

• Last Name: _____

‡ E-mail Address: _____

• Degree Program:
- ○ Associate's
- ○ Bachelor's
- ○ Master's
- ○ Doctorate

• First S-STEM Year: [▼]

• First S-STEM Semester/Quarter:
- ○ Winter
- ○ Spring
- ○ Summer
- ○ Fall

‡ Career Goal: _____

2. Student Demographics

For institutions that consider Hispanic a race equivalent to White, Black, Asian, etc., we recommend reporting Hispanic students as Race: Not Reported or Unknown.

• Date of Birth: _____ (mm/dd/yyyy)

‡ Gender:
- ○ Male
- ○ Female
- ○ Not Reported or Unknown

‡ Race[1]: *(select one or more; if "Not Reported or Unknown" is chosen, you cannot select any other option)*

For institutions that consider Hispanic to be a race equivalent to White, Black, Asian, etc., we recommend reporting Hispanic students as Race: Not Reported or Unknown.

- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ White
- ☐ Not Reported or Unknown

‡ Ethnicity[2]:
- ○ Hispanic or Latino
- ○ Not Hispanic or Latino
- ○ Not Reported or Unknown

‡ Disability: *(select one or more; if "Not Reported or Unknown" is chosen, you cannot select any other option)*
- ☐ Hearing
- ☐ Visual
- ☐ Mobility
- ☐ Learning
- ☐ Other (please describe) _____
- ☐ No Disability
- ☐ Not Reported or Unknown

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3. Student Address – Permanent Residence

For international addresses, please enter city and country in the City field and select "Other" for State.

‡ Address Line 1:	[ ]
Address Line 2:	[ ]
‡ City:	[ ] *Enter city and country for international addresses.*
‡ State:	[▼] *Select **Other** for international addresses.*
‡ ZIP Code/Postal Code:	[ ] (Example: 12345-1234)

4. Student Address – School Residence

Address Line 1:	[ ]
Address Line 2:	[ ]
City:	[ ]
State:	[▼]
ZIP Code:	[ ] (Example: 12345-1234)

[Save] [Cancel]

[1] **Race:** A classification indicating general racial or ethnic heritage based on self-identification. Use the following descriptions as a guideline:

American Indian or Alaska Native
A person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment

Asian
A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, the Phillipine Islands, Thailand, and Vietnam.

Black or African American
A person having origins in any of the black racial groups of Africa

Native Hawaiian or Other Pacific Islander
A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

White
A person having origins in any of the original peoples of Europe, the Middle East, or North Africa

Not Reported or Unknown
The data are unavailable, or the participant has indicated that he or she does not want to provide this information.

[2] **Ethnicity:** A classification indicating general ethnic heritage based on self-identification, as in data collected by the U.S. Census Bureau. These categories are in accordance with the Office of Management and Budget standard classification scheme presented below:

Hispanic or Latino
A person of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race

Not Hispanic or Latino
A person whose ethnicity is not Hispanic or Latino

Not Reported or Unknown
The data are unavailable, or the participant has indicated that he or she does not want to provide this information.

S-STEM Scholarship Reporting Site
Scholarships in Science, Technology, Engineering, and Mathematics

Main Menu » Student Demographics » Edit Student Demographics   Contact Us | Help | Logout

Edit Student Demographics
Data Last Modified: 06/30/2009

Enter or update the information below and click on **Save**, or click on **Cancel** to return to the Student Demographics screen.

Fields marked with a • are required to save this form.
Fields marked with a ‡ are required for this form to be marked as completed.

This form is incomplete. Please finish it below.

1. Student Details

• First Name: `Deborah`

Middle Initial: `H`

• Last Name: `Overton`

‡ E-mail Address: Required

• Degree Program:
- ◉ Associate's
- ○ Bachelor's
- ○ Master's
- ○ Doctorate

• First S-STEM Year: `2007 ▾`

• First S-STEM Semester/Quarter:
- ○ Winter
- ◉ Spring
- ○ Summer
- ○ Fall

‡ Career Goal: `Computer Engineering`

2. Student Demographics

For institutions that consider Hispanic a race equivalent to White, Black, Asian, etc., we recommend reporting Hispanic students as Race: Not Reported or Unknown.

• Date of Birth: `12/31/1985` (mm/dd/yyyy)

‡ Gender:
- ○ Male
- ◉ Female
- ○ Not Reported or Unknown

‡ Race[1]: (select one or more; if "Not Reported or Unknown" is chosen, you cannot select any other option)

For institutions that consider Hispanic to be a race equivalent to White, Black, Asian, etc., we recommend reporting Hispanic students as Race: Not Reported or Unknown.

- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ White
- ☑ Not Reported or Unknown

‡ Ethnicity[2]:
- ○ Hispanic or Latino
- ○ Not Hispanic or Latino
- ◉ Not Reported or Unknown

‡ Disability: (select one or more; if "Not Reported or Unknown" is chosen, you cannot select any other option)
- ☐ Hearing
- ☐ Visual
- ☐ Mobility
- ☐ Learning
- ☐ Other (please describe) _____
- ☑ No Disability
- ☐ Not Reported or Unknown

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3. Student Address – Permanent Residence

For international addresses, please enter city and country in the City field and select "Other" for State.

‡ Address Line 1: `627 Sundown Dr`

Address Line 2: ` `

‡ City: `Jacksonville`
Enter city and country for international addresses.

‡ State: `Florida ▾`
*Select **Other** for international addresses.*

‡ ZIP Code/Postal Code: `32244` (Example: 12345-1234)

4. Student Address – School Residence

Address Line 1: ` `

Address Line 2: ` `

City: ` `

State: ` ▾`

ZIP Code: ` ` (Example: 12345-1234)

[Save] [Cancel]

[1] **Race:** A classification indicating general racial or ethnic heritage based on self-identification. Use the following descriptions as a guideline:

American Indian or Alaska Native
A person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment

Asian
A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, the Phillipine Islands, Thailand, and Vietnam.

Black or African American
A person having origins in any of the black racial groups of Africa

Native Hawaiian or Other Pacific Islander
A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

White
A person having origins in any of the original peoples of Europe, the Middle East, or North Africa

Not Reported or Unknown
The data are unavailable, or the participant has indicated that he or she does not want to provide this information.

[2] **Ethnicity:** A classification indicating general ethnic heritage based on self-identification, as in data collected by the U.S. Census Bureau. These categories are in accordance with the Office of Management and Budget standard classification scheme presented below:

Hispanic or Latino
A person of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race

Not Hispanic or Latino
A person whose ethnicity is not Hispanic or Latino

Not Reported or Unknown
The data are unavailable, or the participant has indicated that he or she does not want to provide this information.

S-STEM Scholarship Reporting Site
Scholarships in Science, Technology, Engineering, and Mathematics

All Semesters/Quarters

The table below displays all semesters/quarters entered so far for your award along with the number of student records that exist for each. Please note that students are carried forward through all semesters/quarters until they are marked as "Graduated," "Transferred," or "Left Program." You must report every semester/quarter in which one or more students received S-STEM scholarship funding.

You may sort the table by clicking on any column heading that contains a link. Click on the same column heading again to reverse the sort order. Click on **View** next to a semester/quarter to display a summary of all student data for the selected semester/quarter. Click on **Add a New Semester/Quarter** to add a new semester/quarter. Click on **Return to Main Menu** to return to the Main Menu screen.

All Semesters/Quarters

Action	Semester/Quarter	Number of Students
View	Spring 2007	5
View	Summer 2007	6
View	Fall 2007	10
View	Spring 2008	12
View	Summer 2008	10
View	Fall 2008	11
View	Spring 2009	8
View	Fall 2009	8
View	Spring 2010	8
View	Fall 2010	9

[Add a New Semester/Quarter]   [Return to Main Menu]

S-STEM Scholarship Reporting Site
Scholarships in Science, Technology, Engineering, and Mathematics

William Carver - Washington State Univ - Award 0000003

Add a New Semester/Quarter

To add a new semester/quarter, enter the details below and click on **Add New Semester/Quarter**. Click on **Cancel** to return to the All Semesters/Quarters screen.

Fields marked with a • are required to save this form.

New Semester/Quarter

• Year: [▼]

• Semester/Quarter:
    ○ Winter
    ○ Spring
    ○ Summer
    ○ Fall

[Add New Semester/Quarter]   [Cancel]

S-STEM Scholarship Reporting Site
Scholarships in Science, Technology, Engineering, and Mathematics

Spring 2007 Students

The table below displays all students for the selected semester/quarter. You may sort the table by clicking on any column heading that contains a link. Click on the same column heading again to reverse the sort order. You may also filter the table to display only students who have a particular student status by selecting a status value from the Show dropdown list and clicking on **Filter**. Students are automatically carried forward until they exit the program (i.e., graduate, transfer, leave the program).

If a student listed for the current semester/quarter exited the program during or at the end of a previous semester/quarter, please return to that semester/quarter and update the student's status (e.g., by using the **previous semester** link). This will ensure that only students who are still active in the program are carried forward to the current semester/quarter.

Click on **Edit** next to a student's name to update the semester/quarter details for that student. Click on **Add a New Student** to add a new student. You may view other semesters/quarters (if applicable) by clicking on **previous semester** or **next semester**. Click on **Return to All Semesters/Quarters** to return to the All Semesters/Quarters screen.

Spring 2007 Students

<< previous semester | next semester >>   [Add a New Student] [Return to All Semesters/Quarters]   Show: [All Students ▼] [Filter]

Status	Action	Student Name	GPA[1]	Scholarship Amount[2]	Intended Major	Class	Employment Hours/Week[3]	STEM Internship	Activities	Student Status
not started	Edit	Wesley C. Bailey								
completed	Edit	Julie A. Jones	3.32	Yes	Computer	Graduate Student	None	None		Graduated
completed	Edit	Deborah H. Overton	2.64	Yes	Technology - Computer	Sophomore	None	None		Active
completed	Edit	Carl P. Powell	3.71	Yes	Engineering	Freshman	None	None		Active
completed	Edit	Brahima B. Satterfield	2.65	Yes	Computer	Sophomore	None	None		Active

[Add a New Student] [Return to All Semesters/Quarters]

[1] This is the cumulative grade point average (GPA) at the beginning of the selected semester/quarter (i.e., the combined GPA for all courses taken prior to the given semester/quarter). A GPA of 0.00 should be entered for first-term freshmen and first-term graduate students who do not yet have a cumulative GPA.

[2] Prior to 2009, this question was: "Maximum Scholarship Amount: Yes/No"

[3] Prior to 2009, this question was: "Employment Hours: <20 hours, 20+ hours, None"

S-STEM Scholarship Reporting Site
Scholarships in Science, Technology, Engineering, and Mathematics

William Carver - Washington State Univ - Award 0000003

Main Menu » All Semesters/Quarters » Spring 2007 Students » Edit Semester/Quarter Details   Contact Us | Help | Logout

Edit Semester/Quarter Details

Enter or update the semester/quarter details below and click on **Save**, or click on **Cancel** to return to the previous screen.

Fields marked with a ‡ are required for this form to be marked as completed.

Spring 2007 - Wesley Bailey

Student Name:	Wesley Bailey
Semester/Quarter:	Spring 2007
‡ Cumulative GPA[1]:	[____]
‡ S-STEM Scholarship Amount[2]:	$ [____]
‡ Intended Major:	[_____▼] Description of Other: [_____]
‡ Class:	○ Freshman ○ Sophomore ○ Junior ○ Senior ○ Graduate Student
‡ STEM-Related Internship:	○ Paid ○ Unpaid ○ None
‡ Employment Hours/Week[3]:	[____]
‡ Activities:	(select one or more)

☐ Academic Support Services
☐ Career Counseling/Job Placement
☐ Community Building
☐ Field Trips
☐ Internships
☐ Meetings/Conferences
☐ Mentoring
☐ Recruitment
☐ Research Opportunities
☐ Seminars
☐ Other (please describe) [_____]
☐ None

‡ Student Status: [_____▼]

[Save] [Cancel]

[1] This is the cumulative grade point average (GPA) at the beginning of the selected semester/quarter (i.e., the combined GPA for all courses taken prior to the given semester/quarter). A GPA of 0.00 should be entered for first-term freshmen and first-term graduate students who do not yet have a cumulative GPA.
[2] Prior to 2009, this question was: "Maximum Scholarship Amount: Yes/No"
[3] Prior to 2009, this question was: "Employment Hours: <20 hours, 20+ hours, None"

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S-STEM Scholarship Reporting Site
Scholarships in Science, Technology, Engineering, and Mathematics

Main Menu » All Follow-Up Questions

Contact Us | Help | Logout

All Follow-Up Questions

The table below displays a list of all students who have graduated along with a summary of answers to follow-up questions about these students. You may sort the table by clicking on any column heading that contains a link. Click on the same column heading again to reverse the sort order. You may also filter the table to display only students who graduated in a particular semester/quarter and year by selecting the semester/quarter and year value from the Show dropdown list and clicking on **Filter**. Click on **Edit** next to a student's name to edit that student's information. Click on **Return to Main Menu** to return to the Main Menu screen.

Students Who Graduated

Show: All Values [ ] Filter

Status	Action	Student Name	Additional School	Employment	Final S-STEM Semester/Quarter
in progress	Edit	Sandra J. Cameron			Fall 2008
completed	Edit	Richard B. Close	No	No	Fall 2008
in progress	Edit	Lindsey A. Dietz			Fall 2010
completed	Edit	Julie A. Jones	No	No	Spring 2007
in progress	Edit	Joshua W. Kroll	Yes	No	Summer 2008
in progress	Edit	Jessica P. Laffoon			Fall 2008
in progress	Edit	Jawdat R. Nguyen	Yes	No	Spring 2008
in progress	Edit	Carl P. Powell	Yes	No	Spring 2008

Return to Main Menu

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S-STEM Scholarship Reporting Site
Scholarships in Science, Technology, Engineering, and Mathematics

Edit Follow-Up Questions
Data Last Modified: 06/30/2009

Enter or update the follow-up questions below and click on **Save**, or click on **Cancel** to return to the previous screen. Provide the student's intended major only if he or she is pursuing further STEM education. Provide the company name and nature of the job only if the student is working in a STEM field.

Fields marked with a ‡ are required for this form to be marked as completed.

This form is incomplete. Please finish it below.

Edit Follow-Up Questions - Sandra Cameron

Student Name:	Sandra Cameron
S-STEM Finish:	Fall 2008
‡ Student is Pursuing Further STEM Education:	Required
	○ Yes
	○ No
Intended Major:	[▼] Description of Other: [ ]
‡ Student is Working in STEM Field:	Required
	○ Yes
	○ No
Company Name:	[ ]
Nature of Job:	[ ]

[Save] [Cancel]

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Privacy & Public Burden Statements

NSF

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S-STEM Scholarship Reporting Site
Scholarships in Science, Technology, Engineering, and Mathematics

Jill Jones - Virginia State Univ - Award 0000002

All Duplicate Students

The table below displays all students who have the same first name, last name, and date of birth. Click on **View** next to a student's name to compare the duplicate records for that student. Mark which record should be retained, and click on **Resolve Duplicate Students**. In some cases, neither record will be entirely correct and you may need to adjust the more accurate record before proceeding. Click on **Return to All Students** to return to the Student Demographics screen.

Duplicate Students

Action	First Name	Last Name	Date of Birth	Number of Records
View	Julie	Jones	12/31/1985	2 records

<div align="center">

[Return to All Students]

</div>

S-STEM Scholarship Reporting Site
Scholarships in Science, Technology, Engineering, and Mathematics

Resolve Duplicate Students

The table below displays a summary of data for two or more students who have the same first name, last name, and date of birth. You may choose one set of data to retain by marking the Retain Student radio button. Click on **Resolve Duplicate Students** to confirm your choice. Click on **Cancel** to return to the All Duplicate Students screen.

Resolve Duplicate Students

Section	Data Item		Student 1	Student 2
Student Demographics	**Name:**		Julie A Jones	Julie A Jones
	Gender:		Female	Female
	Date of Birth:		12/31/1985	12/31/1985
	S-STEM Start:		Spring 2007	Spring 2007
	Degree Program:		Associate's	Associate's
	E-mail Address:			
	Permanent Residence:		PO Box 5424 Jacksonville FL 32245	PO Box 5494 Jacksonville FL 32245
	School Residence:			
Semester/ Quarter Details	**Spring 2007**	**GPA:**	3.32	
		Scholarship Amt:	Yes	
		Intended Major:	Computer	
		Class:	Sophomore	
		Empl Hrs/Wk:	None	
		STEM Internship:	None	
		Status:	Graduated	
Follow-Up Questions	**Additional School:**			No
	Intended Major:			
	Employed in STEM:			No
	Company:			
	Nature of Job:			
	Select a Student to Retain:		⦿ Retain Student 1	⦿ Retain Student 2

[Resolve Duplicate Students] [Cancel]

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S-STEM Scholarship Reporting Site
Scholarships in Science, Technology, Engineering, and Mathematics

Change Your Password

To change your password, enter your current password, then enter your new password twice and click on **Change Password**. Your new password must contain at least 7 but no more than 25 characters.

Fields marked with a • are required to save this form.

• Current Password: [   ]

• New Password: [   ]

• Confirm New Password: [   ]

[Change Password]

NSF

Download Your Data

Click on **Download Your Data** to download all data associated with your award into a Microsoft (MS) Excel spreadsheet. The file will contain three worksheets: one with your student demographics, one with your semester/quarter details, and one with your follow-up questions. If you do not have MS Excel installed on your computer, you may download a free MS Excel Viewer from Microsoft. Click on **Return to Main Menu** to return to the Main Menu screen.

Please note that you **cannot** upload this spreadsheet. To upload data, you must use the template provided on the Upload Your Data screen.

Download
Download Your Data

Return to Main Menu

S-STEM Scholarship Reporting Site
Scholarships in Science, Technology, Engineering, and Mathematics

Upload Your Data

You may upload your students' demographic data using a Microsoft Excel spreadsheet.
To upload your data, please follow these steps:

1. Download this spreadsheet template and save it to your computer.
2. Enter your students' demographic data into the spreadsheet template using the following values:

   - *Degree Program:* associate's, bachelor's, master's, doctorate
   - *First S-STEM Semester/Quarter:* winter, spring, summer, fall
   - *Gender:* male, female, not reported or unknown
   - *Ethnicity:* hispanic or latino, not hispanic or latino, not reported or unknown
   - *For all Race and Disability columns:* 1 = Yes and 0 = No (For the "disability-describe other" column, please enter a description only if "disability-other" = 1.)

3. Save your changes using the **Excel 97-2003** format.
4. Click on **Browse...** below and locate your spreadsheet.
5. Click on **Upload**.

Please note that if any errors are encountered during the upload, the entire spreadsheet will be rejected and an error message will be displayed. If this happens, please correct the error and try again.

Click on **Return to Main Menu** to return to the Main Menu screen.

In order to use this feature, you cannot modify the format of the spreadsheet template (e.g., add extra columns, change column headings, resort the columns, add extra worksheets).

Upload Student Demographics

[ ] Browse...

[Upload] [Return to Main Menu]

S-STEM Scholarship Reporting Site
Scholarships in Science, Technology, Engineering, and Mathematics

Student Summaries

The links below provide access to the **Student Summary** report, which is available for each student. Click on **View Report** to see all data for a particular student. You may sort the table by clicking on any column heading that contains a link. Click on the same column heading again to reverse the sort order. Click on **Return to Main Menu** to return to the Main Menu screen.

Student Summary Reports

Action	First Name	Last Name	S-STEM Start	Degree Program
View Report	Wesley C.	Bailey	Fall 2008	Associate's
View Report	Wesley C.	Bailey	Spring 2007	Bachelor's
View Report	Tan A.	Bowen	Summer 2008	Associate's
View Report	Sandra J.	Cameron	Spring 2008	Associate's
View Report	Nicholas D.	Close	Fall 2007	Associate's
View Report	Richard B.	Close	Spring 2008	Associate's
View Report	Lindsey A.	Dietz	Fall 2010	Associate's
View Report	Julie A.	Jones	Spring 2007	Associate's
View Report	Joshua W.	Kroll	Fall 2007	Associate's
View Report	Jessica P.	Laffoon	Summer 2007	Associate's
View Report	Jawdat R.	Nguyen	Summer 2007	Associate's
View Report	Deborah H.	Overton	Spring 2007	Associate's
View Report	Carl P.	Powell	Spring 2007	Associate's
View Report	Brahima B.	Satterfield	Spring 2007	Associate's
View Report	Billie Jo G.	Soumahoro	Fall 2007	Associate's
View Report	Beverly G.	Williams	Fall 2007	Associate's
View Report	Allen	Wolfenbarger	Fall 2008	Associate's

Return to Main Menu

OMB 3145-0136
Privacy & Public Burden Statements

S-STEM Scholarship Reporting Site
Scholarships in Science, Technology, Engineering, and Mathematics

Student Summary for Deborah H Overton

This report displays all data entered for a single student. Click on **Return to Student Summaries** to return to the Student Summaries screen.

Student Summary for Deborah H Overton

Student Demographics		
Name:	Deborah H Overton	
Gender:	Female	
Birth Date:	12/31/1985	
S-STEM Start:	Spring 2007	
Degree Program:	Associate's	
Race:	Not Reported or Unknown	
Ethnicity:	Not Reported or Unknown	
Disability:	None	
E-mail Address:		
Permanent Residence:	627 Sundown Dr Jacksonville FL 32244	
School Residence:		
Career Goal:	Computer Engineering	

	Semester/ Quarter	GPA	Scholarship Amount	Intended Major	Class	Employment Hours/Week	STEM Internship	Activities	Student Status
Semester/ Quarter Details	Spring 2007	2.64	Yes	Technology - Computer	Sophomore	None	None		Active
	Summer 2007	2.84	Yes	Technology - Computer	Sophomore	None	None		Active
	Fall 2007	3.00	Yes	Technology - Computer	Sophomore	None	None		Active
	Spring 2008	3.75	No	Technology - Computer	Sophomore	None	None		Left Program

Follow-Up Questions		
Additional School:		
Intended Major:		
Employed in STEM:		
Company Name:		
Nature of Job:		

[Return to Student Summaries]

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S-STEM Scholarship Reporting Site
Scholarships in Science, Technology, Engineering, and Mathematics

Contact Us

You may use this form to send us an e-mail message. Enter a subject and a message, then click on **Send**. Click on **Cancel** to return to the Main Menu screen.

Fields marked with a • are required to save this form.

To:	support@s-stem.org
From:	William Carver <vshioshvili@qrc.com>
• Subject:	
• E-mail text:	

[Send] [Cancel]

OMB 3145-0136
Privacy & Public Burden Statements

S-STEM Scholarship Reporting Site
Scholarships in Science, Technology, Engineering, and Mathematics

Help

Technical Assistance

For assistance, please contact S-STEM Technical Support at (800) 779-5507 or by e-mail at support@s-stem.org.

GENERAL

The principal investigator's (PI) name, institution, and award number appear in the upper right corner of every screen. Directly below this information you will find links to Contact Us, Help, and Logout.

You can use the Contact Us feature to send an e-mail message to S-STEM Technical Support (support@s-stem.org). On the Contact Us screen, the To and From fields are prefilled. Enter a subject and your message and then click on **Send**.

To access the help material (e.g., NSF's definitions of race and ethnicity), click on **Help**, which opens as a separate window. If you do not find the answer to your question in the online help material, please contact S-STEM Technical Support by phone at (800) 779-5507 or by e-mail at support@s-stem.org.

To log out of the system, click on **Logout**.

The data collection's Office of Management and Budget (OMB) clearance number (OMB 3145-0136) and a link to the collection's privacy and public burden statements are included at the bottom of every screen. All individual student names and data will be kept confidential, and only aggregated data will be listed in reports.

Status Icons

Records are classified as "not started," "in progress," or "completed." For records classified as not started, no data have yet been saved. For records classified as in progress, data have been saved, but one or more required fields are incomplete or have errors. For records classified as completed, all required fields have been completed; however, updates to the data may still be required.

Saving Entries

NOTE: The system does not automatically save the data that you enter. Please remember to click on **Save** at the bottom of each screen to save your entries.

You can save your data as you enter them or save them all at once before you exit the screen, but keep in mind that the system is time sensitive and will shut down without saving your data if it is idle for more than 2 hours. For that reason, we strongly recommend that you save the data for each student as you enter them.

Deleting Entries

The design of the system does not allow PIs to delete records once they have been created and saved. If you have entered records in error, please send an e-mail message to support@s-stem.org listing the required changes and your award number, and someone from S-STEM Technical Support will update the information and e-mail you a confirmation.

Sorting and Filtering Tables

For all tables, you can sort the items listed by clicking on any column heading that contains a link. Click on the same column heading again to reverse the sort order. For the Student Demographics and Semester/Quarter Details tables, you can also filter the list to display only students who have a particular current student status by selecting a status value (All Students, Active, Left Program, Leave of Absence, Transferred, or Graduated) from the Show dropdown list and clicking on **Filter**. For the Follow-Up Questions table, you can filter the list to display only students who graduated in a particular semester/quarter by selecting a semester/quarter value from the Show dropdown list and clicking on **Filter**.

MAIN MENU

On the Main Menu screen you will find links to the four main reporting sections:

- Award Details and Program Activities
- Student Demographics
- Semester/Quarter Details
- Follow-Up Questions

As stated in the S-STEM program solicitation, each S-STEM PI is required to provide 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. At the bottom of the Main Menu screen, you will find a summary report showing the counts and statuses of all student records entered to date for your award.

In addition, on the left side of the Main Menu screen you will find links to the Change Password, Download Your Data, Upload Your Data, and Student Summaries features, as well as the e-mail address (support@s-stem.org) and phone number ((800) 779-5507) for S-STEM Technical Support.

Change Password

You can use the Change Password feature to change your password. On the Change Your Password screen, enter your current password, then enter your new password twice and click on **Change Password**. Your new password must contain at least 7 but no more than 25 characters.

Download Your Data

You can use the Download Your Data feature to download all entered data associated with your award to a Microsoft (MS) Excel spreadsheet. On the Download Your Data screen, click on **Download Your Data**. The file that is downloaded will contain worksheets with your student demographics, semester/quarter details, and follow-up questions. If you do not have MS Excel installed on your computer, you can download a free MS Excel Viewer from Microsoft using the link provided on the Download Your Data screen.

Please note that the Download Your Data feature is not a spreadsheet that you can download, fill out, and then upload to the system. This feature is only intended to allow you to download a copy of the data you have entered into the reporting site.

Upload Your Data

You can use the Upload Your Data feature to upload your students' demographic data using the MS Excel spreadsheet template provided. Please note that you cannot modify the format of the spreadsheet template (e.g., add extra columns, change column headings, resort the columns, add extra worksheets).

To upload your data:

1. Download the MS Excel spreadsheet template and save it to your computer.
2. Enter your students' demographic data into the spreadsheet template. For the columns below, use the values listed:

   o **Degree Program**—Associate's, Bachelor's, Master's, or Doctorate
   o **First S-STEM Year**—Please use the format yyyy
   o **First S-STEM Semester/Quarter**—Winter, Spring, Summer, or Fall
   o **Date of Birth**—Please use the format mm/dd/yyyy.
   o **Gender**—Male, Female, or Not Reported or Unknown
   o **Ethnicity**—Hispanic or Latino, Not Hispanic or Latino, or Not Reported or Unknown
   o **For all Race and Disability columns**—1=Yes (For the Disability-Describe Other column, please only enter a description if "Disability-Other"=1.)

3. Save your changes using the Excel 97-2003 Workbook (.xls) format.
4. Click on **Browse...** and locate your spreadsheet.
5. Click on **Upload**.

Please note that if any errors are encountered during the upload process, the spreadsheet will be rejected, and an error message will be displayed. If this happens, please correct the errors and try again.

Student Summaries

You can use the Student Summaries feature to view all data that have been entered for a specific student. On the Student Summaries screen, you will find a list of all students entered for your award so far. Click on **View Report** next to a student's name to see all the data for that student. If details for a student have not been entered for a particular semester/quarter, that semester/quarter will not appear in the student's report.

AWARD DETAILS AND PROGRAM ACTIVITIES

On the Award Details and Program Activities screen, please review the Award Details information. This information is extracted from FastLane and can only be changed through FastLane. (A link to FastLane is provided on the screen.) Changes made in FastLane will be reflected on the reporting site on the Monday following the change. You will also need to review the list of program activities and mark those that your institution offers to your S-STEM students. When you are done, click on **Save**.

Program activities are support programs and services designed to enhance student learning, confidence, performance, retention to graduation, and career or higher education placement. They include the following:

- **Academic Support Services**—Academic support services such as tutoring, study groups, or supplemental instruction programs
- **Career Counseling/Job Placement**—Career counseling and job placement for S-STEM scholars
- **Community Building**—Community building and support among S-STEM scholars within the institution
- **Field Trips**
- **Internships**—Industry experiences and internship opportunities
- **Meetings/Conferences**—Participation in local or regional professional, industrial, or scientific meetings and conferences
- **Mentoring**—Support and mentoring of students by faculty and other professionals
- **Recruitment**—Recruitment of students to higher education programs and careers in S-STEM disciplines
- **Research Opportunities**
- **Seminars**
- **Other**—For example, access to appropriate technology and technological support personnel

STUDENT DEMOGRAPHICS

On the Student Demographics screen, please review the list of students and add new/additional students as necessary so that all student scholarship recipients for every term of your active award (including the current semester/quarter) are included.

If a student received scholarship funding from more than one S-STEM award (e.g., he or she was funded under an old award that expired and then received funding from a new award), the information reported for the student in the award's report should relate to only that specific award. For example, the starting semester/quarter and year should reflect the student's first semester/quarter of scholarship funding received from the award in question, not necessarily the first semester/quarter that the student received any S-STEM funding. Likewise, the semesters/quarters reported should reflect the semesters/quarters during which the student received funding from the award in question. For any given student, the same semesters/quarters should not be reported under more than one award. Please see the Semester/Quarter Details help section below for more guidance on reporting students who received funding from more than one S-STEM award.

Edit an Existing Student Record

Click on **Edit** next to a student's name to go to the Edit Student Demographics screen and update that student's demographic data. The required fields for the Edit Student Demographics screen are indicated. When you are done click on **Save.**

Add a New Student Record

To add a new/additional student, click on **Add New Student** to go to the Add a New Student screen and add the new student's demographic data. The required fields for the Add a New Student screen are indicated. When you are done, click on **Save**.

Upload Student Demographics

The Student Demographics screen includes a link to upload student demographics using the MS Excel spreadsheet template provided. To upload student demographics data, click on **upload student demographics** and follow the steps listed. (Please see the Upload Your Data instructions in the Main Menu help section above.)

Resolve Duplicate Students

To resolve duplicate students, click on **resolve duplicate students** and review the list of duplicates on the All Duplicate Students screen. All students who have the same first name, last name, and date of birth will be displayed. Click on **View** next to a student's name to compare the duplicate records for that student on the Resolve Duplicate Students screen. Mark which record should be retained, and click on **Resolve Duplicate Students**. In some cases, neither record will be entirely correct, and you may need to adjust

Data Entry Fields

Name: If the student goes by his or her middle name, you can enter either just the middle name or the first letter of the first name and the full middle name in the First Name field.

E-mail Address: This is the student's current e-mail address. If the student's preferred e-mail address is unknown, please provide the student's school e-mail address.

Degree Program: This is the degree program that the student is currently pursuing and for which he or she is receiving S-STEM scholarship funding.

First S-STEM Year and First S-STEM Semester/Quarter: This is the first semester/quarter during which the student began receiving S-STEM scholarship funding for the indicated degree program. This is not necessarily the student's first semester/quarter at the institution.

Career Goal: This is a brief description of the student's intended career/field. If the student's specific career goal is unknown, you can use the student's major or field of interest.

For **Gender, Race, Ethnicity,** and **Disability,** please note that the option "Not Reported or Unknown" is offered in case the information is not available or the student/institution does not want to provide the information.

Race: A classification indicating general racial or ethnic heritage based on self-identification. Use the following descriptions as a guideline:

- **American Indian or Alaska Native**—A person having origins in any of the original peoples of North or South America (including Central America) and who maintains tribal affiliation or community attachment
- **Asian**—A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
- **Black or African American**—A person having origins in any of the black racial groups of Africa
- **Native Hawaiian or Other Pacific Islander**—A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands
- **White**—A person having origins in any of the original peoples of Europe, the Middle East, or North Africa
- **Not Reported or Unknown**—The data are unavailable, or the participant has indicated that he or she does not want to provide this information.

Ethnicity: A classification indicating general ethnic heritage based on self-identification, as in data collected by the U.S. Census Bureau. The categories are in accordance with the OMB standard classification scheme presented below:

- **Hispanic or Latino**—A person of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race
- **Not Hispanic or Latino**—A person whose ethnicity is not Hispanic or Latino
- **Not Reported or Unknown**—The data are unavailable, or the participant has indicated that he or she does not want to provide this information.

For institutions that consider Hispanic a race equivalent to White, Black, Asian, etc., we recommend reporting Hispanic students as follows:

- Ethnicity: Hispanic or Latino
- Race: Not Reported or Unknown

Student Address – Permanent Residence: For international addresses, please enter the city and country in the City field and select "Other" for State.

Student Address – School Residence: This is where the student is living while attending school, if different from the student's permanent residence.

Semester/Quarter Details

The All Semesters/Quarters screen displays all semesters/quarters entered so far for your award along with the number of student records that exist for each. Please note that students are carried forward through all semesters/quarters until they are marked as "Graduated," "Transferred," or "Left Program." You must report every semester/quarter in which one or more students received S-STEM scholarship funding from this award. In cases in which students received funding from more than one award, the semesters/quarters during which the students received funding from another award should be reported in that award's report only.

The system automatically creates records for semesters/quarters that are indicated as starting semesters/quarters 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.

Click on **View** next to a semester/quarter to display a summary of all student data for the selected semester/quarter. The detailed semester/quarter screen displays all students for the selected semester/quarter. As previously noted, students are automatically carried forward until they exit the program (i.e., graduate, transfer, leave the program). If a student listed for the current semester/quarter exited the program during or at the end of a previous semester/quarter, please return to that semester/quarter and update the student's status (e.g., by using the **previous semester** link). This will ensure that only students who are still active in the program are carried forward to the current semester/quarter.

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 S-STEM-related internship, employment hours/week, activities, and student status, as necessary.

Edit an Existing Student Semester/Quarter Record

Click on **Edit** next to a student's name to go to the Edit Semester/Quarter Details screen and update the semester/quarter details for that student. The required fields for the Edit Semester/Quarter Details screen are indicated. When you are done, click on **Save**.

Create a New Student Semester/Quarter Record

Click on **Add a New Student** to go to the Add a New Student screen and add a new student. The required fields for the Add a New Student screen are indicated. When you are done, click on **Save**. When a new student is added, you will need to click on **Edit** next to the student's name on the detailed semester/quarter screen to enter the semester/quarter details for that student.

Create a New Semester/Quarter Record

To add a new semester/quarter:

1. Click on **Add a New Semester/Quarter** on the All Semesters/Quarters screen.
2. On the Add a New Semester/Quarter screen, select the desired year and semester/quarter and click on **Add a New Semester/Quarter**.
3. Repeat these steps as needed.

For optional semesters/quarters (i.e., non-mainstream semesters/quarters such as winter or summer in which only some S-STEM students received S-STEM scholarship funding and/or participated in the S-STEM program), please see the Student Status instructions below for guidance on how to classify students.

You can create records for terms up to two terms beyond the current term (e.g., if it is currently the spring 2009 semester, you can create records for semesters up to fall 2009).

Data Entry Fields

Cumulative GPA: This is the cumulative grade point average (GPA) at the beginning of the selected semester/quarter (i.e., the combined GPA for all courses taken up to the given semester/quarter). A GPA of 0.00 should be entered for first-term freshmen and first-term graduate students, who do not yet have a cumulative GPA.

S-STEM Scholarship Amount: The S-STEM annual scholarship is divided among the semesters/quarters of the year. Please enter the amount that the student received/used for the specified semester/quarter.

If the student did not receive funding but was still active in the S-STEM program, please enter $0.

Prior to 2009 this question asked only whether the student received the maximum S-STEM scholarship amount in the specified semester/quarter. Starting in 2009, please enter the actual scholarship amount. **NOTE:** Any value entered prior to 2009 will be displayed beside the new S-STEM Scholarship Amount field until you provide a new value. After you provide a new value, the previously entered value will no longer be displayed.

Intended Major: You can select any one of the STEM majors from the list provided or enter a different STEM-related major by selecting "Other" and entering the student's major in the text box provided. If a student has multiple majors, please report the STEM major. If both (or all, if more than two) majors are in STEM fields, please select one of them to report.

Class: The official classification of the student designated by the institution (freshman, sophomore, junior, senior, or graduate student). S-STEM scholars who already hold a degree and are pursuing a different degree/certificate should be classified in terms of the degree/certificate program they are currently pursuing and for which they are receiving S-STEM funding.

S-STEM-Related Internship: Please indicate whether the student participated in an S-STEM-related internship program or experience, whether on campus or off campus . If the student participated in an internship, indicate whether it was a paid or unpaid internship. If the student did not participate in an internship during the specified semester/quarter, mark "None."

Employment Hours/Week: For the purposes of this data collection, student employment is defined as any employment during the academic semester/quarter in which the student was enrolled as a full-time S-STEM scholarship recipient. This can include work-study or off-campus employment in any field and does not need to be related to a STEM career area. If the student did not work during the specified semester/quarter, please enter "0."

Prior to 2009 this question allowed only three possible values (<20 hours, 20+ hours, or None). Starting in 2009, please enter the number of hours that the student worked each week during the specified semester/quarter. If the actual number of hours worked differs from the number projected at the beginning of the semester/quarter, you can return to the record and update the employment information as necessary. **NOTE:** Any value entered prior to 2009 will be displayed beside the new Employment Hours/Week field until you provide a new value. After you provide a new value, the previously entered value will no longer be displayed.

Activities: Please indicate which of the following activities the student participated in during the specified semester/quarter. If the student did not participate in any activities, please mark "None." If the actual activities that the student participated in differ from those anticipated at the beginning of the semester/quarter, you can return to the record and update the activities information as necessary.

- **Academic Support Services**—Academic support services such as tutoring, study groups, or supplemental instruction programs
- **Career Counseling/Job Placement**—Career counseling and job placement for S-STEM scholars
- **Community Building**—Community building and support among S-STEM scholars within the institution
- **Field Trips**
- **Internships**—Industry experiences and internship opportunities
- **Meetings/Conferences**—Participation in local or regional professional, industrial, or scientific meetings and conferences
- **Mentoring**—Support and mentoring of students by faculty and other professionals
- **Recruitment**—Recruitment of students to higher education programs and careers in S-STEM disciplines
- **Research Opportunities**
- **Seminars**
- **Other**—For example, access to appropriate technology and technological support personnel

It is up to you to determine which category best describes a given activity. If you do not believe that any of the categories provided will correctly classify the student's activities, please mark "Other" and enter the relevant activities in the corresponding text box.

Student Status: Each student must be classified as one of the following for each semester/quarter that he or she was involved in the S-STEM program:

- **Active**—A student who is currently receiving S-STEM scholarship funding or who previously received S-STEM scholarship funding and is still actively participating in the S-STEM program should be marked as "Active."

  For optional semesters/quarters (i.e., non-mainstream semesters/quarters such as winter or summer in which only some S-STEM students received S-STEM scholarship funding and/or participated in the S-STEM program), a student who received S-STEM scholarship funding or did not receive S-STEM scholarship funding but still participated in the S-STEM program should be marked as "Active."

  In cases in which a student received funding from more than one award, the student should be marked as "Active" for his or her last semester/quarter of support from the first award, and no further data should be entered for any later semesters/quarters.

- **Graduated**—A student who completed a degree program (whether associate's, bachelor's, master's, or doctorate) should be marked as "Graduated."

  A community college student who matriculated to a 4-year institution is considered to have "graduated" from his or her S-STEM program, even if he or she matriculated without receiving an associate's degree.

  If a student graduated from one degree program and continued to receive S-STEM scholarship funding from the award for an additional degree program, a second record for the student should be created in the Student Demographics section. The first S-STEM year and semester/quarter for the second student record should reflect the first semester/quarter in which the student began receiving funding for the new degree program.

- **Transferred**—A student at a 4-year institution who transferred to another 4-year institution and a student at a 2-year institution who transferred to another 2-year institution should be marked as "Transferred." A community college student who matriculated to a 4-year institution is considered to have "graduated" from his or her S-STEM program, even if he or she matriculated without receiving an associate's degree.

- **Leave of Absence**—A student who takes a temporary leave of absence (e.g., due to illness) should be marked as "Leave of Absence."

  For optional semesters/quarters, a student who did not receive S-STEM scholarship funding and did not otherwise participate in the S-STEM program should be marked as "Leave of Absence."

  A student who took a leave of absence at the end of a given semester/quarter should be marked as "Leave of Absence" starting with the following semester/quarter. This differs from the treatment of a student who transferred, graduated, or left the program at the end of a given semester/quarter. These students should be marked as "Transferred," "Graduated," or "Left Program" for that semester/quarter.

- **Left Program**—A student who left the S-STEM program because he or she changed to a non-STEM major, changed to part-time status, had poor academic performance, or ended his or her academic career should be marked as "Left Program."

  If you are unsure whether a student has permanently left the program, mark the student as "Left Program." If the student later returns to the program, return to the semester/quarter in which the student was marked as "Left Program" and change the student's status to "Leave of Absence." The system will automatically carry the student forward to all future semesters/quarters. For all semesters/quarters in which the student did not receive funding and did not otherwise participate in the S-STEM program, mark the student as "Leave of Absence." Mark the student as "Active" starting with the semester/quarter when he or she returned to the program and resumed receiving scholarship funding and/or actively participating in the S-STEM program. This also applies to any student who was previously marked as "Left Program" but later returned to the program.

When you update your report at the beginning of a semester/quarter, if you know that a student has graduated, transferred, or left the program during or at the end of the previous semester/quarter, please do not enter any data for the student in the current semester/quarter. Instead, return to the previous semester/quarter and update the student's status there. Once the student's status has changed for the previous semester/quarter, he or she will not appear in the current semester/quarter.

Follow-Up Questions

The All Follow-Up Questions screen displays all students who have graduated along with a summary of answers to follow-up questions about these students . Click on **Edit** next to a student's name to edit that student's information on the Edit Follow-Up Questions screen. The required fields for the Edit Follow-Up Questions screen are indicated. When you are done, click on **Save**.

Student is Pursuing Further STEM Education: If the student is pursuing any further education in a STEM discipline, answer "Yes." If the student is not pursuing any further education or is pursuing further education in a non-STEM discipline, answer "No."

Intended Major: This question should be answered only if the student is pursuing further education in a STEM discipline. You can select any one of the STEM majors from the list provided or enter a different STEM-related major by selecting "Other" and entering the student's major in the text box provided. If a student has multiple majors, please report the STEM major. If both (or all, if more than two) majors are in STEM fields, please select one of them to report.

Student is Working in STEM Field: If the student is working in a STEM field, whether part time or full time, answer "Yes." If the student is not working at all or is working in a non-STEM field, answer "No."

Company Name: This question should be answered only if the student is working in a STEM field. Please enter the name of the company where the student is working.

Nature of Job: This question should be answered only if the student is working in a STEM field. Please enter the student's title and/or a brief description of the position.

Please answer these questions based on the best available information. You can return later to make updates if you obtain additional information.

Data Elements

The S-STEM Scholarship Reporting Site collects the following data elements:

For each award:

- Award ID Number*
- Principal Investigator (PI) Name [First Name, Last Name]*
- PI E-mail Address*
- Institution Name*
- Award Start Date [Month and Year]*
- Program Activities (Choose one or more of the following):
  - Academic Support Services
  - Career Counseling/Job Placement
  - Community Building
  - Field Trips
  - Internships
  - Meetings/Conferences
  - Mentoring
  - Recruitment
  - Research Opportunities
  - Seminars
  - Other (Please describe)
  - None

For each student:

- Name [First Name, Middle Initial, Last Name]
- E-mail Address
- Degree Program (Choose one of the following):
    - Associate's
    - Bachelor's
    - Master's
    - Doctorate
- First S-STEM Year and Semester/Quarter (Choose one of the following for semester/quarter):
    - Winter
    - Spring
    - Fall
    - Summer
- Career Goal
- Date of Birth [mm/dd/yyyy]
- Gender (Choose one of the following):
    - Male
    - Female
    - Not Reported or Unknown
- Race (Choose one or more of the following):
    - American Indian or Alaska Native
    - Asian
    - Black or African American
    - Native Hawaiian or Other Pacific Islander
    - White
    - Not Reported or Unknown
- Ethnicity (Choose one of the following):
    - Hispanic or Latino
    - Not Hispanic or Latino
    - Not Reported or Unknown
- Disability (Choose one or more of the following):
    - Hearing
    - Visual
    - Mobility
    - Learning
    - Other (Please describe)
    - No Disability
    - Not Reported or Unknown
- Student Address – Permanent Residence
- Student Address – School Address
- Graduation Year and Semester/Quarter (Choose one of the following for semester/quarter):
    - Winter
    - Spring
    - Fall
    - Summer

For each student for each semester/quarter:

- Cumulative GPA
- S-STEM Scholarship Amount
- Intended Major (Choose one of the following):
    - Astronomy
    - Biological Sciences
    - Biology
    - Biotechnology
    - Chemistry
    - Computer Information Science
    - Computer Science
    - Computer
    - Engineering–Aerospace
    - Engineering–Biological
    - Engineering–Biomedical
    - Engineering–Chemical
    - Engineering–Civil
    - Engineering–Computer
    - Engineering–Electrical
    - Engineering–Industrial
    - Engineering–Mechanical
    - Engineering–Nuclear
    - Engineering–Petroleum
    - Engineering–Technology
    - Engineering
    - Environmental Sciences
    - Geosciences
    - Materials Science
    - Mathematical Sciences
    - Mathematics
    - Physical Sciences
    - Physics
    - Technology–Chemical
    - Technology–Computer
    - Technology–Information
    - Technology–Manufacturing
    - Technology
    - Other (Please describe)
- Class (Choose one of the following):
    - Freshman
    - Sophomore
    - Junior

- The student is participating in what kind of STEM-related internship? (Choose one of the following):
  - Paid
  - Unpaid
  - None
- Employment Hours/Week
- The student is involved in what activities? (Choose one or more of the following):
  - Academic Support Services
  - Career Counseling/Job Placement
  - Community Building
  - Field Trips
  - Internships
  - Meetings/Conferences
  - Mentoring
  - Recruitment
  - Research Opportunities
  - Seminars
  - Other (Please describe)
  - None
- Student Status (Choose one of the following):
  - Active
  - Graduated
  - Transferred
  - Leave of Absence
  - Left Program

For each graduated student:

- Is the student pursuing further STEM education? (Yes/No)
- If the student is pursuing further STEM education, please indicate his or her intended major. (Choose one of the following):
  - Astronomy
  - Biological Sciences
  - Biology
  - Biotechnology
  - Chemistry
  - Computer Information Science
  - Computer Science
  - Computer
  - Engineering–Aerospace
  - Engineering–Biological
  - Engineering–Biomedical
  - Engineering–Chemical
  - Engineering–Civil
  - Engineering–Computer
  - Engineering–Electrical
  - Engineering–Industrial
  - Engineering–Mechanical
  - Engineering–Nuclear
  - Engineering–Petroleum
  - Engineering–Technology
  - Engineering
  - Environmental Sciences
  - Geosciences
  - Materials Science
  - Mathematical Sciences
  - Mathematics
  - Physical Sciences
  - Physics
  - Technology–Chemical
  - Technology–Computer
  - Technology–Information
  - Technology–Manufacturing
  - Technology
  - Other (Please describe)
- Is the student working in a STEM field? (Yes/No)
- If the student is working in a STEM field, please provide the name of the company where he or she is working.
- If the student is working in a STEM field, please describe the nature of his or her job.