



## **APPENDIX A2**

### **STEP Monitoring System Screenshots: 4-Year Institutions**



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OMB No. 3145-0136  
Expires June 30, 2011

### Institution Login

Welcome to the National Science Foundation's (NSF) Science, Technology, Engineering, and Mathematics Talent Expansion Program (STEP) online data collection system. This system allows you to easily provide NSF with reliable annual data on your project.

To enter the STEP online data collection system, type your institution ID and password in the boxes below and then select **Login**. (Use the Tab key or mouse to move between boxes.) For help getting started, please consult the online Help & Instructions section, which can be accessed from the Main Menu screen. If you need additional help, please contact STEP Technical Support by [email](mailto:email) or call (800) 897-0451.

You will be automatically logged out of the Web system if it is inactive for 1 hour.

Institution ID:

Password:

**Login**

The system is closed for maintenance each Thursday from 6:00 A.M. to 8:00 A.M. eastern time.

**Did you forget your ID or password?**

Submit your e-mail address, and we will send them to you. If don't receive password within 15 minutes, please contact us.

E-mail:

**Submit**

**Program Description**

STEP seeks to increase the number of students (U.S. citizens and permanent residents) receiving associate's or baccalaureate degrees in established or emerging fields of science, technology, engineering, and mathematics (STEM).

Financial awards are given to academic institutions that offer either associate's or baccalaureate degrees in STEM disciplines/fields. Award projects may involve a single institution, collaboration with business and/or industrial partners, or collaboration among several institutions.

All awards receiving STEP funding are required to report the results of the project to NSF.

**Survey Privacy**

The Federal Government has a continuing commitment to monitor its awards to identify and address any inequities based on gender, race, ethnicity, or disability of the PIs/co-PIs, trainees, or other participants.

Information from this data collection system will be retained by the 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 the 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.

**Public Burden**

Submission of the requested information is voluntary. Failure to provide full and complete information, however, may reduce the possibility for continuing support through the award/project subject to this survey. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid Office of Management and Budget (OMB) control number. The OMB control number for this collection is 3145-0136. The public reporting burden for this collection of information is estimated to average 30 hours per award in the first reporting year and 15 hours per award in subsequent years, including the time for reviewing instructions. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Suzanne Plimpton, Reports Clearance Officer for OMB Collection 3145-0136 STEP Program, National Science Foundation, 4201 Wilson Blvd., Suite 295, Arlington, VA 22230.



# STEP Online Data Collection System

Reporting Period July 1, 2008 - June 30, 2009

QRC Test Inst 6 , Award/Grant Number 9999992

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Survey last modified 02/23/2010

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**Welcome to NSF's STEP online data collection system.** This survey contains short lists of questions on each of the topics shown below. You can complete the topics in any order. The icons beside each link will help you track your progress and alert you to potential problems as you move through the topics. If you have questions not addressed in the [Help & Instructions](#), please [contact us](#).

**You are currently entering data for Reporting Period July 1, 2008 - June 30, 2009.**

## Main Menu ( July 1, 2008 - June 30, 2009 )

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- ✓ 2. [Institution Definitions](#)
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# STEP Online Data Collection System

Reporting Period July 1, 2008 - June 30, 2009

QRC Test Inst 6 , Award/Grant Number 9999992

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## ✓ 1. Your Contact Information

Please supply contact information for the principal investigator (PI) and the person completing the survey (if different). Additional contacts can be entered under 1.3 below.

### 1.1 Principal Investigator (PI)

First Name\*

Middle Initial

Last Name\*

Title (Miss/Ms./Mr./Dr./Prof./etc.)\*

Institution Address 1\*

Institution Address 2

City\*

State\*

ZIP Code\*

Phone\*  -  -  extension

Fax  -  -

E-mail Address\*

STEP Project Web Site Address  e.g., *www.umich.edu*

### 1.2 Person Completing the Survey

Mark the checkbox if the PI is completing the survey.

If not, enter the following for the person completing the survey:

First Name\*\*

Middle Initial

Last Name\*\*

Title (Miss/Ms./Mr./Dr./Prof./etc.)\*\*

Phone\*\*  -  -  extension

Fax  -  -

E-mail Address\*\*

\* = Required Field.  
\*\* = Required if the person completing the survey is not the Principal Investigator.

### 1.3 Additional Contacts

If there are any other persons you would like to add as points of contact, please enter their names and e-mail addresses and select **Save**. All three fields must be entered for each additional contact. To add additional rows, select the **Add Additional Contacts** button. To delete an additional contact, select the checkbox next to the appropriate name and select **Save**.

We strongly suggest that you include someone from your institution's Institutional Research (IR) office (or its equivalent) as an additional contact.

Please note that any persons listed will be copied on correspondence regarding this STEP award.

FIRST NAME	LAST NAME	E-MAIL ADDRESS	DELETE
<input type="text" value="Robert"/>	<input type="text" value="Dean"/>	<input type="text" value="rdean@collegeofmd.edu"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>



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### ✓ 2. Institution Definitions

Complete the following questions for the reporting period July 1, 2008 - June 30, 2009.

2.1. **What cutoff date does your institution use to determine total undergraduate enrollment?**

September / 1 / 2008 (month/day/year , e.g., September/15/2005)

2.2. **Why is this date used?**

This is the last possible day to register for classes.

[< Insert Last Year's Response](#)

**Have the criteria for setting this date changed since last year?**

Yes     No

2.3. **Total undergraduate enrollment** (according to the cutoff date indicated in your answer to question 2.1):

22947

2.4. **How does your institution define a full-time equivalent (FTE) undergraduate student?**

FTE students are students who are taking at least 12 credits.

[< Insert Last Year's Response](#)

**Has this definition changed since last year?**

Yes     No

2.5. **How does your institution calculate undergraduate FTE enrollment?**

Total credits divided by 12 = FTE enrollment

[< Insert Last Year's Response](#)

**Has this formula changed since last year?**

Yes     No

2.6. **Total undergraduate FTE enrollment according to the cutoff date indicated in your answer to question 2.1:**

19235

2.7. **What are your institution's requirements for selecting a major?**

A student must declare a major by the time they have completed 36 credits.

[< Insert Last Year's Response](#)

**Have these criteria changed since last year?**

Yes     No

[Hide Notes](#)

**Note 1 - Entered in 2008** (Read-only)

Enrollment figures & other Institution Definitions info. were obtained from Sam Watson in the Institutional Research Office - (301) 657-1616 / swatson@collegeofmd.edu

[Add a Note](#)



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### 3. Student Demographics

Please provide data about student demographics (race, ethnicity, and gender) for each of the STEM disciplines offered at QRC Test Inst 6 (plus non-STEM disciplines combined and undeclared). **(Include U.S. citizens or permanent residents only.)**

**First, please tell us which STEM disciplines are offered at your institution.**

✓ 3.1. **STEM Disciplines Offered** at QRC Test Inst 6

- Biological Sciences
- Mathematics

**Then, please provide demographic data for the following categories:**

✓ 3.2. **Majors**

✓ 3.3. **Degrees Granted**

#### Notes

Notes entered throughout the Student Demographics section of the survey are for majors **and** degrees granted. Each category shares the same notes. Overwriting notes will overwrite notes for **all** categories in Student Demographics.

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### ✓ 3.1 STEM Disciplines Offered at QRC Test Inst 6

Please indicate the STEM disciplines in which QRC Test Inst 6 offers majors/degrees.

A list of STEM discipline classifications is available in the online [crosswalk](#).

DISCIPLINE	MAJOR/DEGREE OFFERED
<a href="#">Agricultural Science</a>	<input type="checkbox"/>
<a href="#">Biological Sciences</a>	<input checked="" type="checkbox"/>
<a href="#">Chemistry</a>	<input type="checkbox"/>
<a href="#">Computer Science</a>	<input type="checkbox"/>
<a href="#">Engineering</a>	<input type="checkbox"/>
<a href="#">Environmental Science</a>	<input type="checkbox"/>
<a href="#">Geosciences</a>	<input type="checkbox"/>
<a href="#">Mathematics</a>	<input checked="" type="checkbox"/>
<a href="#">Physics/Astronomy</a>	<input type="checkbox"/>
<a href="#">Psychology</a>	<input type="checkbox"/>



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### 3.2. Majors

In response to question 3.1 you indicated that your institution offers majors in the following disciplines. Please provide demographic data for the students who have completed the requirements necessary to be officially recognized by your institution as majoring in each discipline as of the cutoff date indicated in your answer to [question 2.1](#). You can change the disciplines that are listed on this screen by returning to [question 3.1](#).

**There should be no double-counting – Each student should be reported under only one discipline. Please report headcount rather than FTE. Include U.S. citizens or permanent residents only.**

- 3.2.1. [Biological Sciences](#)
- 3.2.2. [Mathematics](#)
- 3.2.3. [Non-STEM](#)
- 3.2.4. [Undeclared](#)





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### 3.2.1 Biological Sciences Majors

Please enter the number of students who have completed the requirements necessary to be officially recognized by your institution as majoring in **Biological Sciences** as of the cutoff date indicated in your answer to [question 2.1](#). (Include U.S. citizens or permanent residents only.)

**There should be no double-counting – Each student should be reported under only one discipline. Please report headcount rather than FTE. Include U.S. citizens or permanent residents only.**

Majors - Not Hispanic or Latino students				
RACE(S)	MALE	FEMALE	GENDER NOT REPORTED	AUTO-TOTAL
American Indian or Alaska Native	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Asian	<input type="text" value="12"/>	<input type="text" value="5"/>	<input type="text" value="0"/>	<input type="text" value="17"/>
Black or African American	<input type="text" value="231"/>	<input type="text" value="365"/>	<input type="text" value="0"/>	<input type="text" value="596"/>
Native Hawaiian or Other Pacific Islander	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
White	<input type="text" value="515"/>	<input type="text" value="75"/>	<input type="text" value="0"/>	<input type="text" value="590"/>
<b>More Than One Race Reported</b> Count students reporting two or more race categories where at least one of the reported categories is: American Indian or Alaska Native, Black or African American, or Native Hawaiian or Other Pacific Islander.	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>More Than One Race Reported (Asian &amp; White)</b> Count students reporting both Asian and White, but no other race.	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Race Not Reported or Unknown	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>Auto-Total Not Hispanic or Latino</b> (read only)	<input type="text" value="758"/>	<input type="text" value="445"/>	<input type="text" value="0"/>	<input type="text" value="1203"/>

Majors - Hispanic or Latino students				
RACE(S)	MALE	FEMALE	GENDER NOT REPORTED	AUTO-TOTAL
American Indian or Alaska Native	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Asian	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Black or African American	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Native Hawaiian or Other Pacific Islander	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
White	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>More Than One Race Reported</b> Count students reporting two or more race categories where at least one of the reported categories is: American Indian or Alaska Native, Black or African American, or Native Hawaiian or Other Pacific Islander.	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>More Than One Race Reported (Asian &amp; White)</b> Count students reporting both Asian and White, but no other race.	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Race Not Reported or Unknown	<input type="text" value="34"/>	<input type="text" value="6"/>	<input type="text" value="0"/>	<input type="text" value="40"/>
<b>Auto-Total Hispanic or Latino</b> (read only)	<input type="text" value="34"/>	<input type="text" value="6"/>	<input type="text" value="0"/>	<input type="text" value="40"/>

RACE(S)	MALE	FEMALE	GENDER NOT REPORTED	AUTO-TOTAL
Neither Ethnicity nor Race Reported	<input type="text" value="1"/>	<input type="text" value="4"/>	<input type="text" value="0"/>	<input type="text" value="5"/>
<b>Auto-Total Biological Sciences Majors</b> (read only)	<input type="text" value="793"/>	<input type="text" value="455"/>	<input type="text" value="0"/>	<input type="text" value="1248"/>

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### 3.3. Degrees Granted

In response to question 3.1 you indicated that your institution grants degrees in the following disciplines. Please provide demographic data for the students granted degrees in each discipline during the reporting period July 1, 2008 - June 30, 2009. You can change the disciplines that are listed on this screen by returning to [question 3.1](#).

**There should be no double-counting – Each student should be reported under only one discipline. Include U.S. citizens or permanent residents only.**

- 3.3.1. [Biological Sciences](#)
- 3.3.2. [Mathematics](#)
- 3.3.3. [Non-STEM](#)



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### 3.3.1 Biological Sciences Degrees Granted

Please enter the number of students granted **bachelor's degrees** degrees in **Biological Sciences** by ethnicity, race, and gender during the reporting period July 1, 2008 - June 30, 2009. (Include U.S. citizens or permanent residents only.)

**There should be no double-counting - Each student should be reported under only one discipline. Include U.S. citizens or permanent residents only.**

#### Bachelor's degrees granted to Not Hispanic or Latino students

RACE(S)	MALE	FEMALE	GENDER NOT REPORTED	AUTO-TOTAL
American Indian or Alaska Native	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Asian	<input type="text" value="5"/>	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="7"/>
Black or African American	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Native Hawaiian or Other Pacific Islander	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
White	<input type="text" value="25"/>	<input type="text" value="13"/>	<input type="text" value="0"/>	<input type="text" value="38"/>
<b>More Than One Race Reported</b> Count students reporting two or more race categories where at least one of the reported categories is: American Indian or Alaska Native, Black or African American, or Native Hawaiian or Other Pacific Islander.	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>More Than One Race Reported (Asian &amp; White)</b> Count students reporting both Asian and White, but no other race.	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Race Not Reported or Unknown	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>Auto-Total Not Hispanic or Latino</b> (read only)	<input type="text" value="30"/>	<input type="text" value="15"/>	<input type="text" value="0"/>	<input type="text" value="45"/>

#### Bachelor's degrees granted to Hispanic or Latino students

RACE(S)	MALE	FEMALE	GENDER NOT REPORTED	AUTO-TOTAL
American Indian or Alaska Native	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Asian	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Black or African American	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Native Hawaiian or Other Pacific Islander	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
White	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>More Than One Race Reported</b> Count students reporting two or more race categories where at least one of the reported categories is: American Indian or Alaska Native, Black or African American, or Native Hawaiian or Other Pacific Islander.	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>More Than One Race Reported (Asian &amp; White)</b> Count students reporting both Asian and White, but no other race.	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Race Not Reported or Unknown	<input type="text" value="6"/>	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="8"/>
<b>Auto-Total Hispanic or Latino</b> (read only)	<input type="text" value="6"/>	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="8"/>

RACE(S)	MALE	FEMALE	GENDER NOT REPORTED	AUTO-TOTAL
Neither Ethnicity nor Race Reported	<input type="text" value="21"/>	<input type="text" value="8"/>	<input type="text" value="0"/>	<input type="text" value="29"/>
<b>Auto-Total Bachelor's degrees granted in Biological Sciences</b> (read only)	<input type="text" value="57"/>	<input type="text" value="25"/>	<input type="text" value="0"/>	<input type="text" value="82"/>

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## ✓ 4. Strategies & Activities

List and briefly describe the strategies and/or activities supported under your STEP grant between July 1, 2008 - June 30, 2009 to increase the number of STEM graduates (You must enter at least one strategy/activity and may enter multiple strategies/activities).

To delete a strategy or activity, select the "X" button and follow the instructions on the Delete Confirmation screen. To add a strategy/activity, select **Add a Strategy/Activity** below.

You can view and carry over strategies/activities entered during the 2008 data collection cycle by selecting **Carry Forward Strategies/Activities From Last Year** below.

### Strategies/Activities

✓ 4.1. [Careers in Science](#)

✓ 4.2. [Tutoring/Study Groups](#)

[Add a Strategy/Activity »](#)

[Carry Forward Strategies/Activities From Last Year »](#)

### Notes

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#### Note 1 - Entered in 2008 (Read-only)

Jane Calloway (301) 657-1717 / jcalloway@collegeofmd.edu was in charge of organizing the strategies & activities and was instrumental in preparing this info.

[Add a Note](#)



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### 4.2. Tutoring/Study Groups Details

Describe the strategy and/or activity supported under your STEP grant between July 1, 2008 - June 30, 2009.

4.2.1. Title of strategy/activity:

Tutoring/Study Groups

4.2.2. Status:

Planned  Implemented  Discontinued

4.2.3. Which of the following best describes the strategy/activity? (check all that apply):

Last year you selected the following:  
Undergraduate Student Academic Development

- Precollege Development
- Undergraduate Student Academic Development
- Undergraduate Student Professional Development
- Faculty Development
- Curriculum Development
- Linkages with Community Colleges
- Other (please specify):

4.2.4. Were any of the following student groups specifically targeted by this strategy/activity? (check any that apply):

Last year you selected the following:  
Underrepresented Minority Students  
At-Risk Students

- Underrepresented Minority Students
- Female Students
- At-Risk Students (please define):

< Insert Last Year's Response

4.2.5. Brief description of strategy/activity:

Undergraduate students have the opportunity to tutor high school students and encourage their interest in pursuing a STEM degree. We typically assign no more than 3 high school student per undergraduate tutor, and they work out their own schedules.

< Insert Last Year's Response

4.2.6. Number of undergraduate students participating in this strategy/activity:

5

4.2.7. Number of high school students (juniors and seniors only) participating in this strategy/activity:

15

4.2.8. Indications that this strategy/activity will increase the number of STEM graduates:

By being exposed to the passion of our undergraduates for their classes, we hope that high school students will become interested in enrolling in our institution and pursuing a STEM degree.

< Insert Last Year's Response

4.2.9. Describe any challenges in implementing this strategy/activity:

It has been difficult to find undergraduates who will give up their free time in order to tutor high school students. Unfortunately we do not have the funds to compensate our undergraduate tutors at this time.

< Insert Last Year's Response

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Save Cancel



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## 4. Strategies & Activities—Delete Confirmation

Are you sure you want to delete the **Tutoring/Study Groups** strategy/activity permanently?

Select **Delete** to confirm that you want to delete this strategy/activity or **Cancel** to return to the Strategies & Activities list without deleting this item.



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## Carry Forward Strategies/Activities From Last Year

You can carry over strategies/activities entered during the 2008 data collection cycle by marking the checkbox(es) below and selecting **Submit**.

<input type="checkbox"/>	STEM Faculty
<input type="checkbox"/>	CB's "Test" Strategy & activity

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## ✓ 5. Challenges

List and briefly describe any challenges involved in increasing the number of STEM graduates that are **not related to the strategies/activities discussed in section 4**. You may add as many challenges as you want. Include challenges encountered during the reporting period July 1, 2008 - June 30, 2009 only.

To delete a challenge, select the "X" button and follow the instructions on the Delete Confirmation screen. To add a challenge, select **Add a Challenge** below.

You can view and carry over challenges entered during the 2008 data collection cycle by selecting **Carry Forward Challenges From Last Year** below.

### Challenges

✓ 5.1. [STEP Project Administration](#)

[Add a Challenge >>](#)

[Carry Forward Challenges From Last Year >>](#)

### Notes

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## 5.1 STEP Project Administration Details

Describe the challenge involved in increasing the number of STEM graduates . **This challenge should not be related to the strategies/activities discussed in section 4.**

5.1.1. **Title of challenge:**

5.1.2. **Brief description of challenge:**

< [Insert Last Year's Response](#)

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## 5. Challenges—Delete Confirmation

Are you sure you want to delete the **STEP Project Administration** challenge permanently?

Select **Delete** to confirm that you want to delete this challenge or **Cancel** to return to the Challenges list without deleting this item.



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## Carry Forward Challenges From Last Year

You can carry over challenges entered during the 2008 data collection cycle by marking the checkbox(es) below and selecting **Submit**.

<input type="checkbox"/>	Drop in Overall Enrollment
<input type="checkbox"/>	CB's "It's" Challenge
<input type="checkbox"/>	Delete Me

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## ✓ 6. Other Influences

Please describe any influences (positive or negative) beyond the scope of your STEP grant and **not already described in sections 4 and 5** that may affect the number of STEM graduates.

### Description of influences:

Due to the poor economic climate, we have experienced a drop in enrollment. Science and Mathematics-related disciplines in particular have suffered.

< [Insert Last Year's Response](#)

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## 7. Student Participation

Complete the following questions for the reporting period July 1, 2008 - June 30, 2009.

7.1. **Since some of your strategies/activities will service the same students multiple times, please estimate**

a. **How many *distinct* undergraduate students participated** in the strategies/activities carried out under your STEP grant between July 1, 2008 - June 30, 2009, as described in section 4? This should be the unduplicated cumulative total from all strategies/activities reported in section 4 -- i.e., the sum of undergraduate students reported in section 4 minus any students participating in multiple strategies/activities. No quality distinctions should be made between the student counts reported in section 4 and those reported in section 7. The same criteria should be applied for both sections in determining the number of students actively participating.

b. **How many *distinct* high school students participated** in the strategies/activities carried out under your STEP grant between July 1, 2008 - June 30, 2009, as described in section 4? This should be the unduplicated cumulative total from all strategies/activities reported in section 4 -- i.e., the sum of high school students reported in section 4 minus any students participating in multiple strategies/activities. No quality distinctions should be made between the student counts reported in section 4 and those reported in section 7. The same criteria should be applied for both sections in determining the number of students actively participating.

7.2. **How many *distinct* undergraduate students received funding of any type** under your STEP grant between July 1, 2008 - June 30, 2009? This would include being paid to be a tutor, being paid to be a mentor, being paid to be an intern, receiving a scholarship or stipend, or being paid to assist with STEP strategies/activities.

7.3. **For what types of efforts were undergraduate students funded** between July 1, 2008 - June 30, 2009 (e.g., being paid to be a tutor, being paid to be a mentor, being paid to be an intern, receiving a scholarship or stipend, being paid to assist with STEP strategies/activities)?

There were no students who received funding for the 2008-2009 academic year.

[< Insert Last Year's Response](#)

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Cancel



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## Check Status for Submitting Data

Your survey data cannot be submitted to NSF until errors in the following sections have been corrected. After making any necessary corrections and reviews, return to the Main Menu and submit your data by selecting the **Send Authorized Final Submission to NSF** link.

### 7. Student Participation

All partner institution data must be submitted before lead institution data can be final submitted. The following partner institutions have not yet submitted survey data.

#### QRC Test Inst 7



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## Partner Institution Responses

SEND E-MAIL	PARTNER INSTITUTION NAME	PROGRESS
<input type="checkbox"/>	<a href="#">QRC Test Inst 7</a>	<div style="width: 0%; background-color: gray;">Not Started</div>

**E-mail Selected Institution(s)**



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## E-mail Partner Institution(s)

TO:	<input type="text" value="drod@qrc.com, cbennett@qrc.com"/>
FROM:	<input type="text" value="alpace@collegeofmd.edu"/>
CC:	<input type="text"/>
SUBJECT:	<input type="text" value="STEP Data Collection"/>
MESSAGE:	<div style="border: 1px solid gray; padding: 5px;"> <p>This year the National Science Foundation is offering an online reporting option for the STEP program.</p> <p>To access the online data collection system:          -Point your Web browser to  <a href="https://surveys.qrc.com/step">https://surveys.qrc.com/step</a></p> <p>(You may edit the e-mail text.)</p> </div>
ADDITIONAL INFORMATION:	<input type="checkbox"/> Include institution ID and password





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## Print My Data

This screen allows you to preview or print a copy of your STEP survey data. To select individual sections, mark the corresponding checkbox(es) then select **Print Preview** to view the selected data. Select **Main Menu** in the left navigation to return to the survey.

**Note:** Strategies & Activities, Challenges, Other Influences, and Student Reach of Project data were not collected during the baseline year.

### Please select a year

2009 (July 1, 2008 - June 30, 2009) ▼

<input type="checkbox"/>	1. Contact Information
<input type="checkbox"/>	2. Institution Definitions
<input type="checkbox"/>	3. Student Demographics
<input type="checkbox"/>	4. Strategies & Activities
<input type="checkbox"/>	5. Challenges
<input type="checkbox"/>	6. Other Influences
<input type="checkbox"/>	7. Student Participation



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## Download My Data

You can download a spreadsheet containing survey data entered for any reporting period by selecting a year from the dropdown list and then selecting **Download Spreadsheet** below. **This workbook may not be used to upload survey data to the online data collection system.**

**If you would like to process your survey data offline and upload them to the system, please use the Work Offline feature.** This feature can be accessed by selecting Work Offline in the left navigation. Please note that the Work Offline feature is not available for the baseline year.

Once your authorized final submission has been completed, the Work Offline feature will no longer be available.

If you do not have Microsoft Excel currently installed on your computer but would like to view your survey data in a spreadsheet, please [download a free Excel Viewer](#).

**Please select a year**

2009 (July 1, 2008 - June 30, 2009) ▼

**Download Spreadsheet**



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## Add Comments/Feedback

Please provide any additional information about your STEP project that you would like NSF to know. You can also use this section to provide feedback on the system or survey itself.



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## Work Offline

You can process your data offline using the STEP survey spreadsheet as an alternative to entering your data directly on the survey Web screens.

### Instructions for Offline Processing

- Be sure that your browser is [configured](#) to download Microsoft (MS) Excel files.
- Download the MS Excel spreadsheet to your computer. If you are using Microsoft Office 2007, the workbook must be saved in the Excel 97-2003 or Excel 95 .xls format. Use the "Save As" option to select the proper format. A file saved in the .xlsx 2007 format cannot be uploaded.
- Enter your survey data on the spreadsheet.
- Upload the spreadsheet to the online data collection system by selecting **Upload** below.
- Please be aware that the upload process will overwrite any previously entered online data.
- Review your data submission for errors online.
- **WARNING: Once you start the upload process, it may take several seconds to complete. Please do not interrupt this process.**
- If you do not have Microsoft Excel currently installed on your computer but would like to view your survey data in a spreadsheet, please [download a free Excel Viewer](#).

Download a copy of the Web survey spreadsheet	<input type="button" value="Download"/>
Select <b>Browse</b> to locate the completed MS Excel spreadsheet on your computer, then <b>Upload</b> .	<input type="button" value="Upload"/>
<input type="text"/> <input type="button" value="Browse..."/>	



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### Update Password

Passwords must be between 4 and 9 characters long and they cannot contain spaces or quotes (""). Enter your new password in both the New Password and Verify Password boxes below and select **Save**.

If you make a mistake you will be returned to this screen to re-enter your new password.

New Password:

Verify Password:



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## Repository/Library

The STEP Library Instruments screen allows you to view resource files and download them to your computer.

### To access a file:

- Select the appropriate file name in the Download column.
- In the Download File dialog box, select:
  - **Open** to open the file from the STEP system
  - **Save** to save the file to your own computer
  - **Cancel** to cancel the operation and return to the Library Instruments screen

Please note that the Library has been updated to include all of the files where a Descriptive Title and a Brief Summary have been provided. This also includes the Institution Name and Contact Person Name. Files will not be loaded until a Descriptive Title (100 characters or less) and a Brief Summary (255 characters or less) are provided.

Contributions are strictly voluntary. If you have any surveys, documents, etc. that you feel might be appropriate for the Library, you are welcome to send them to [step@qrc.com](mailto:step@qrc.com) and Technical Support will upload them into the Library.

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Administrative Files			
SUBMITTED BY	FILE NAME (FILE SIZE)	TITLE	DESCRIPTION
STEP	<a href="#">DisciplineCrosswalk.doc</a>	Discipline Crosswalk	The NSF CIP Code Crosswalk for STEM disciplines is provided within. These classifications are intended to be guidelines, not firm definitions, as to what should be reported under a particular discipline. Institutions are ultimately responsible for deciding how to classify fields based on the departmental structure within the institution.



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CC:	<input type="text"/>
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MESSAGE:	<input type="text"/>