Attachment J2

STEP Monitoring System Screenshots: 2-Year Institution Survey

OMB No. 3145-0136 Expires July 31, 2012

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 <a href="mailto:emailto:mai

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

Password:		

The system is closed for maintenance every first Sunday between 7 a.m. and 10 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 S, 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 26 hours per award, 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





QRC Test Inst 2 , Award/Grant Number 9999990 Main Menu **Help & Instructions Print My Data Download My Data** Add Comments/Feedback **Work Offline Update Password** Repository/Library Help with this screen Contact us Survey last modified Not Yet Modified

Message:

· Password has been successfully updated.

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, 2010 - June 30, 2011.

Main Menu (July 1, 2010 - June 30, 2011)

- 1. Your Contact Information
- ☐ 2. <u>Institution Definitions</u>
- 3. Student Demographics
- 4. Strategies & Activities
- □ 5. Challenges
- ☐ 6. Other Influences
- □ 7. Student Participation

Check Status for Submitting Data

st Inst 2 , Award/Grant Number 9999990 Main Menu Help & Instructions **Print My Data** Download My Data Add Comments/Feedback **Work Offline Update Password** Repository/Library ? Help with this screen Contact us Survey last modified Not Yet Modified

Main Menu >

□ 1. Your Contact Information

Please supply contact information for the institution leader (IL) and the person completing the survey (if different). The institution leader is the individual at the partner institution responsible for the completion/submission of the annual survey. This person is usually not the president of the institution, but rather the person who will be overseeing the completion of the survey at the partner institution. Additional contacts can be entered under 1.3 below.

Institution Leader (IL)	1.2 Person Completing the Survey
First Name*	Mark the checkbox if the IL is completing the survey.
Middle Initial	If not, enter the following for the person completing the survey:
Last Name*	First Name**
Title (Miss/Ms./Mr./Dr./Prof./etc.)*	Middle Initial
Institution Address 1*	Last Name**
Institution Address 2	Title (Miss/Ms./Mr./Dr./Prof./etc.)**
City*	Phone**
State* ▼	extension
ZIP Code*	Fax
Phone*	E-mail Address**
extension Fax	
E-mail Address*	
STEP Project Web Site Address http:// e.g., www.umich.edu	

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
	Add Add	ditional Contacts	

^{*=} Required Field.

** = Required if the person completing the survey is not the Institution Leader.

- LEGEND -	
☐ = Please Complete	🕰 = Please Review
√ = 0K	🚳 = Please Correct

	od July 1, 2010 - June 30, 2011
QRC Test Inst 5 , Award/Grant N	umber 9999991 LOGOUT
Main Menu	<u>Main Menu</u> >
Help & Instructions	
Partner Institution	2. Institution Definitions
Responses	Complete the following questions for the reporting period July 1, 2010 - June 30, 2011.
Print My Data	
Download My Data	2.1. What cutoff date does your institution use to determine total undergraduate enrollment?
Add Comments/Feedback	(month/day/year , e.g., September/15/2005)
Work Offline	2.2. Why is this date used?
Update Password	
Repository/Library	
	< Insert Last Year's
? Help with this screen	Response
Contact us	*
	Have the criteria for setting this date changed since last year?
Survey last modified Not Yet Modified	C Yes C No
Not let Moulled	2.3. Total undergraduate enrollment (according to the cutoff date indicated in your
	answer to question 2.1):
	Sum of All Majors (Section 3.2): 0
	2.4. How does your institution define a full-time equivalent (FTE)
	undergraduate student?
	_
	< <u>Insert Last Year's</u>
	<u>Response</u>
	*
	Has this definition changed since last year?
	C Yes C No
	2.5. How does your institution calculate undergraduate FTE enrollment?
	A
	< Insert Last Year's
	Response
	₩
	Has this formula changed since last year?
	C Yes C No
	2.6. Total undergraduate FTE enrollment according to the cutoff date
	indicated in your answer to question 2.1:
	2.7. What are your institution's requirements for considering a student a
	STEM major (or your institution's equivalent classification)?
	_
	< <u>Insert Last Year's</u>
	<u>Response</u>
	T
	Have these criteria changed since last year?
	C ^{Yes} C ^{No}

QRC Test Inst 5 , Award/Grant Number 9999991

LOGOUT

Help & Instructions Partner Institution Responses **Print My Data** Download My Data Add Comments/Feedback **Work Offline Update Password** Repository/Library Help with this screen Contact us Survey last modified Not Yet Modified

Main Menu >

3. Student Demographics

Please provide data about student demographics (race, ethnicity, and gender) for each of the STEM disciplines offered at QRC Test Inst 5 (plus non-STEM disciplines combined and undeclared). (Include U.S. citizens and permanent residents only.)

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

√ 3.1. <u>STEM Disciplines Offered</u> at QRC Test Inst 5

Biological Sciences

Then, please provide demographic data for the following categories:

- 3.2. <u>Majors</u>
- 3.3. <u>Degrees Granted</u>
- □ 3.4. <u>Transfers to 4-Year Institutions</u>

Notes

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

Show Notes





QRC Test Inst 5 , Award/Grant Number 9999991 LOGOUT Main Menu Main Menu > Student Demographics > **Help & Instructions** √ 3.1 STEM Disciplines Offered at QRC Test Inst 5 **Partner Institution** Responses Please indicate the STEM disciplines in which QRC Test Inst 5 offers majors/degrees. **Print My Data** A list of STEM discipline classifications is available in the online crosswalk. **Download My Data** Add Comments/Feedback MAJOR/DEGREE DISCIPLINE OFFERED **Work Offline** Agricultural Science **Update Password** Biological Sciences Repository/Library Chemistry P Help with this screen Computer Science Contact us Engineering Environmental Science Survey last modified Not Yet Modified Geosciences <u>Mathematics</u> Physics/Astronomy Psychology Cancel Save





QRC Test Inst 5 , Award/Grant Number 9999991 LOGOUT Main Menu Main Menu > Student Demographics > **Help & Instructions** √ 3.1 STEM Disciplines Offered at QRC Test Inst 5 Partner Institution Responses Please indicate the STEM disciplines in which QRC Test Inst 5 offers majors/degrees. **Print My Data** A list of STEM discipline classifications is available in the online crosswalk. **Download My Data** Add Comments/Feedback AREA OF STUDY MAJOR/DEGREE OFFERED **Work Offline** Engineering **Update Password** Mathematics Repository/Library Science Pelp with this screen Cancel Save Contact us Survey last modified Not Yet Modified

LEGEND -	
🗌 = Please Complete	🛕 = Please Review
√ = 0K	🚳 = Please Correct

QRC Test Inst 5 , Award/Grant Number 9999991 Main Menu **Help & Instructions** Partner Institution Responses **Print My Data Download My Data** Add Comments/Feedback **Work Offline Update Password** Repository/Library P Help with this screen Contact us Survey last modified Not Yet Modified

Main Menu > Student Demographics >

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 <u>question 2.1</u>. You can change the disciplines that are listed on this screen by returning to <u>question 3.1</u>.

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 and permanent residents only.

- 3.2.1. Biological Sciences
- ☐ 3.2.2. Non-STEM
- 3.2.3. Undeclared

Total Undergraduate Enrollment (Question 2.3):

Sum of All Majors (Section 3.2):

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Main Menu > Student Demographics > Majors >

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** (or your institution's equivalent classification) as of the cutoff date indicated in your answer to <u>question 2.1</u>. (Include U.S. citizens and 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 and permanent residents only.

Majors - Not Hispanic or Latino students					
RACE(S)	MALE	FEMALE	GENDER NOT REPORTED	AUTO- TOTAL	
American Indian or Alaska Native	0	0	0	0	
Asian	0	0	0	0	
Black or African American	0	0	0	0	
Native Hawaiian or Other Pacific Islander	0	0	0	0	
White	0	0	0	0	
More Than One Race Reported 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.	0	0	0	0	
More Than One Race Reported (Asian & White) Count students reporting both Asian and White, but no other race.	0	0	0	0	
Race Not Reported or Unknown	0	0	0	0	
Auto-Total Not Hispanic or Latino (read only)	0	0	0	0	

Majors - Hispanic or Latino students					
RACE(S)	MALE	FEMALE	GENDER NOT REPORTED	AUTO- TOTAL	
American Indian or Alaska Native	0	0	0	0	
Asian	0	0	0	0	
Black or African American	0	0	0	0	
Native Hawaiian or Other Pacific Islander	0	0	0	0	
White	0	0	0	0	
More Than One Race Reported 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.	0	0	0	0	
More Than One Race Reported (Asian & White) Count students reporting both Asian and White, but no other race.	0	0	0	0	
Race Not Reported or Unknown	0	0	0	0	
Auto-Total Hispanic or Latino (read only)	0	0	0	0	

RACE(S)	MALE	FEMALE	GENDER NOT REPORTED	AUTO- TOTAL
Neither Ethnicity nor Race Reported	0	0	0	0
Auto-Total Biological Sciences Majors (read only)	0	0	0	0





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Main Menu > Student Demographics >

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, 2010 - June 30, 2011. You can change the disciplines that are listed on this screen by returning to <u>question 3.1</u>.

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

☐ 3.3.1. Biological Sciences

☐ 3.3.2. <u>Non-STEM</u>

LEGEND -	
☐ = Please Complete	🛕 = Please Review
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Reporting Period July 1, 2010

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American In Asian

Black or Afr

Native Hawa

White

Main Menu > Student Demographics > Degrees Granted >

3.3.1 Biological Sciences Degrees Granted

Please enter the number of students granted **associate's degrees** degrees in **Biological Sciences** by ethnicity, race, and gender during the reporting period July 1, 2010 - June 30, 2011. (Include U.S. citizens and permanent residents only.)

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

Associate's degrees granted to Not Hispanic or Latino students					
RACE(S)	MALE	FEMALE	GENDER NOT REPORTED	AUTO- TOTAL	
American Indian or Alaska Native	0	0	0	0	
Asian	0	0	0	0	
Black or African American	0	0	0	0	
Native Hawaiian or Other Pacific Islander	0	0	0	0	
White	0	0	0	0	
More Than One Race Reported 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.	0	0	0	0	
More Than One Race Reported (Asian & White) Count students reporting both Asian and White, but no other race.	0	0	0	0	
Race Not Reported or Unknown	0	0	0	0	
Auto-Total Not Hispanic or Latino (read only)	0	0	0	0	

Associate's degrees granted to Hispanic or Latino students					
RACE(S)	MALE	FEMALE	GENDER NOT REPORTED	AUTO- TOTAL	
American Indian or Alaska Native	0	0	0	0	
Asian	0	0	0	0	
Black or African American	0	0	0	0	
Native Hawaiian or Other Pacific Islander	0	0	0	0	
White	0	0	0	0	
More Than One Race Reported 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.	0	0	0	0	
More Than One Race Reported (Asian & White) Count students reporting both Asian and White, but no other race.	0	0	0	0	
Race Not Reported or Unknown	0	0	0	0	
Auto-Total Hispanic or Latino (read only)	0	0	0	0	

RACE(S)	MALE	FEMALE	GENDER NOT REPORTED	AUTO- TOTAL
Neither Ethnicity nor Race Reported	0	0	0	0
Auto-Total Associate's degrees granted in Biological Sciences (read only)	0	0	0	0

Save Cancel

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Main Menu > Student Demographics >

3.4. Transfers to 4-Year Institutions

In response to question 3.1 you indicated that your institution offers majors in the following disciplines. Please provide demographic data for the majors transferring to 4-year institutions in each discipline during the reporting period July 1, 2010 - June 30, 2011. You can change the disciplines that are listed on this screen by returning to question 3.1.

Transfers should only include students who start at the institution and then transfer to a 4-year institution without first obtaining an associate's degree. Students who earn an associate's degree from the institution should be reported under Degrees Granted regardless of whether or not they go on to a 4-year institution. There should be no double-counting – Each student should be reported under only one discipline, and students already reported under Degrees Granted should not also be reported under Transfers. Include U.S. citizens and permanent residents only.

- ☐ 3.4.1. Biological Sciences
- ☐ 3.4.2. <u>Non-STEM</u>
- ☐ 3.4.3. <u>Undeclared</u>

LEGEND	
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√ = 0K	= Please Correct

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OMB No. 3145-0136 January 31, 2013

Main Menu > Student Demographics > Transfers to 4-Year Institutions >

3.4.1 Biological Sciences Transfers to 4-Year Institutions

Please enter the number of **Biological Sciences** majors **transferring to 4-year institutions** during the reporting period July 1, 2010 - June 30, 2011 by ethnicity, race, and gender. (**Include U.S. citizens and permanent residents only.**)

There should be no double-counting – Each student should be reported under only one discipline, and students already reported under Degrees Granted should not also be reported under Transfers. Include U.S. citizens and permanent residents only.

Transfers to 4-year institutions by Not Hispanic or Latino students					
RACE(S)	MALE	FEMALE	GENDER NOT REPORTED	AUTO- TOTAL	
American Indian or Alaska Native	0	0	0	0	
Asian	0	0	0	0	
Black or African American	0	0	0	0	
Native Hawaiian or Other Pacific Islander	0	0	0	0	
White	0	0	0	0	
More Than One Race Reported 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.	0	0	0	0	
More Than One Race Reported (Asian & White) Count students reporting both Asian and White, but no other race.	0	0	0	0	
Race Not Reported or Unknown	0	0	0	0	
Auto-Total Not Hispanic or Latino (read only)	0	0	0	0	

Transfers to 4-year institutions by Hispanic or Latino students				
RACE(S)	MALE	FEMALE	GENDER NOT REPORTED	AUTO- TOTAL
American Indian or Alaska Native	0	0	0	0
Asian	0	0	0	0
Black or African American	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0
White	0	0	0	0
More Than One Race Reported 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.	0	0	0	0
More Than One Race Reported (Asian & White) Count students reporting both Asian and White, but no other race.	0	0	0	0
Race Not Reported or Unknown	0	0	0	0
Auto-Total Hispanic or Latino (read only)	0	0	0	0

RACE(S)	MALE	FEMALE	GENDER NOT REPORTED	AUTO- TOTAL
Neither Ethnicity nor Race Reported	0	0	0	0
Auto-Total Transfers to 4-year institutions by Biological Sciences majors (read only)	0	0	0	0

Show Notes	
Save	Cancel





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□ 4. Strategies & Activities

List and briefly describe the strategies and/or activities supported under your STEP grant between July 1, 2010 - June 30, 2011 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 \mathbf{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 2010 data collection cycle by selecting Carry Forward Strategies/Activities From Last Year below.

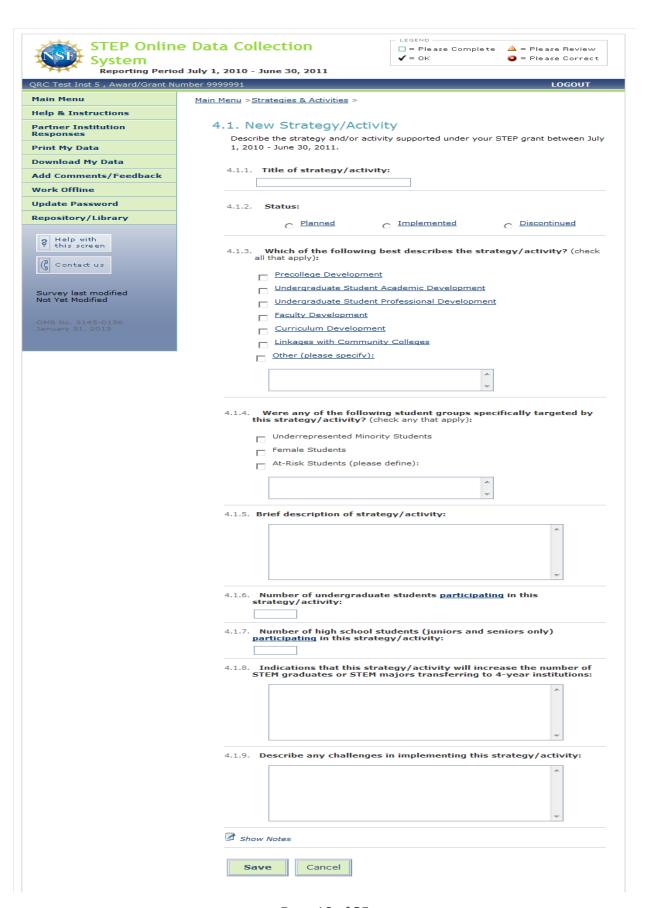
Strategies/Activities

Add a Strategy/Activity »

Carry Forward Strategies/Activities From Last Year »

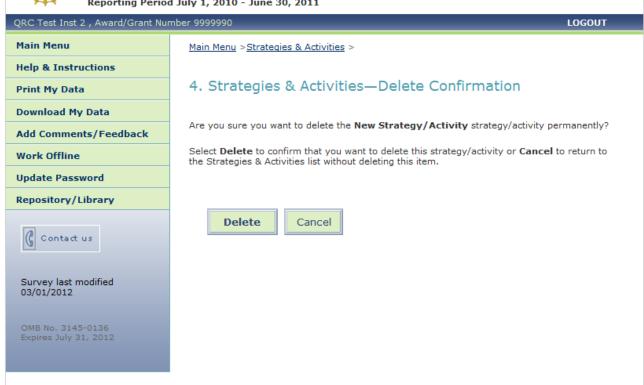
Notes

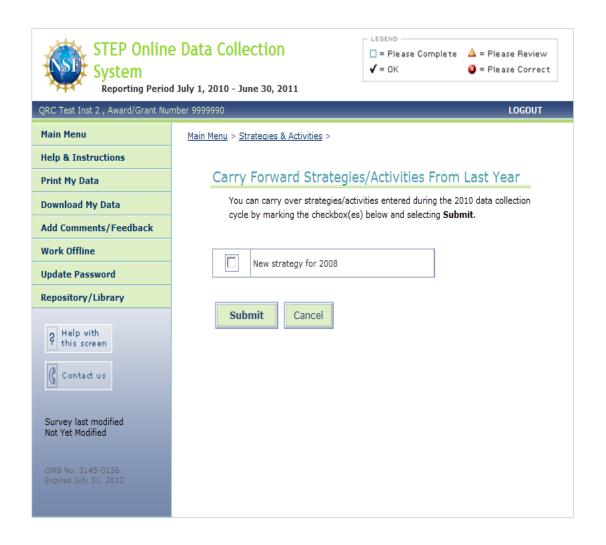
















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□ 5. Challenges

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, 2010 - June 30, 2011 only.

To report no challenges, select No Challenge to Report below.

You can view and carry over challenges entered during the 2010 data collection cycle by selecting Carry Forward Challenges From Last Year below.

Challenges

Add a Challenge »

No Challenge to Report »

Carry Forward Challenges From Last Year »

Notes

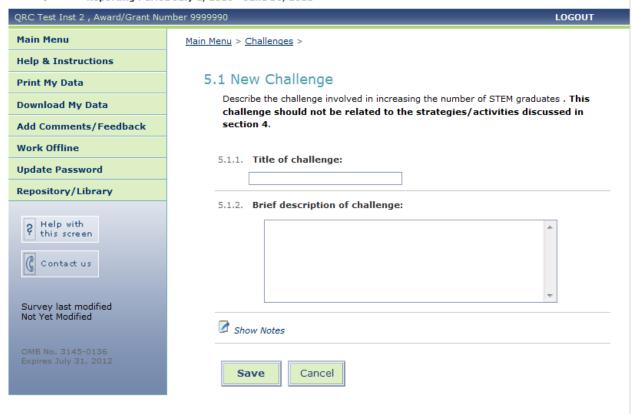


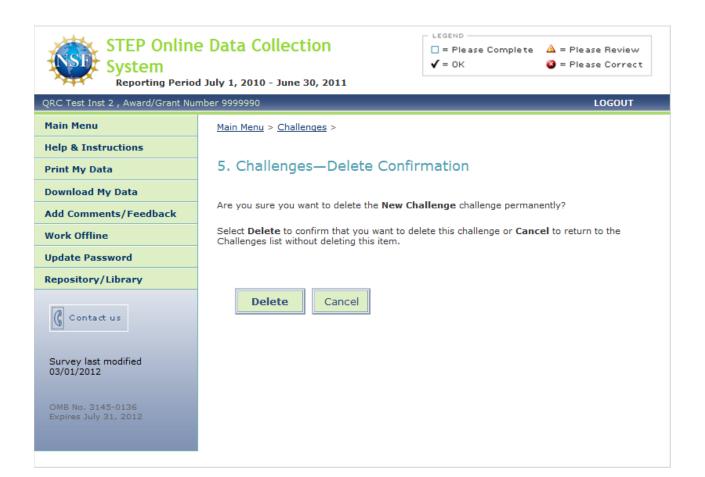
Show Notes

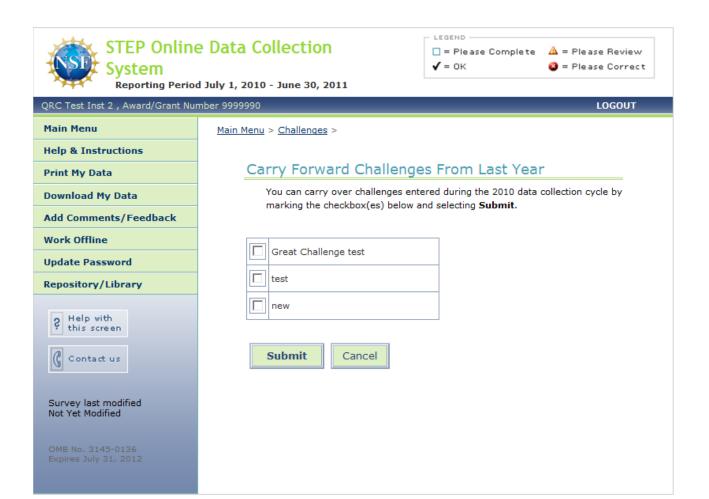
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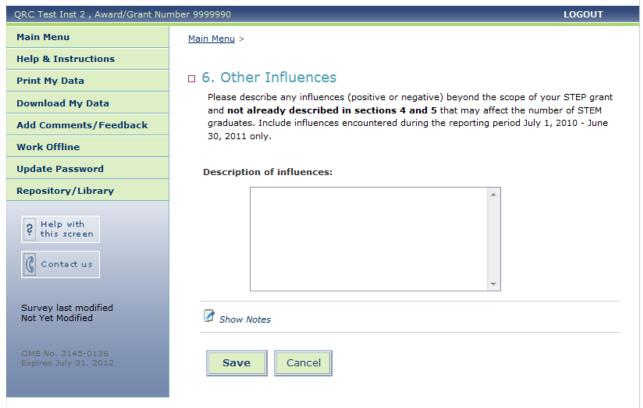
















QRC Test Inst 2 , Award/Grant Nur	mber 9999990 LOGOUT
Main Menu	Main Menu >
Help & Instructions	
Print My Data	□ 7. Student Participation
Download My Data	Complete the following questions for the reporting period July 1, 2010 - June 30, 2011.
Add Comments/Feedback	
Work Offline	7.1. Since some of your strategies/activities will service the same students multiple times, please estimate
Update Password	maniple times, prease estimate
Repository/Library	 How many distinct undergraduate students <u>participated</u> in the strategies/activities carried out under your STEP grant between July 1, 2010 - June
	30, 2011, as described in section 4? This should be the unduplicated cumulative total from all strategies/activities reported in section 4. No quality distinctions should be
P Help with this screen	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.
Contact us	, , , , , , , , , , , , , , , , , , ,
Survey last modified Not Yet Modified	
OMB No. 3145-0136 Expires July 31, 2012	b. How many distinct high school students <u>participated</u> in the strategies/activities carried out under your STEP grant between July 1, 2010 - June 30, 2011, as described in section 4? This should be the unduplicated cumulative total from all strategies/activities reported in section 4. 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 direct funding under your STEP grant between July 1, 2010 - June 30, 2011? This would include being paid to be a tutor, mentor, or intern; receiving a scholarship or stipend; and being paid to assist with STEP strategies/activities.
	assist with STEF strategies/activities.
	7.3. For what types of efforts were undergraduate students funded between July 1, 2010 - June 30, 2011?
	Payment for tutoring
	Payment for mentoring
	Paid internships/research experiences
	Scholarships/stipends
	Payment for assisting with STEP strategies/activities
	Other (please specify):
	★
	Show Notes
	Save



QRC Test Inst 6 , Award/Grant Number 9999992

LOGOUT

Main Menu Help & Instructions Partner Institution Responses Print My Data Download My Data Add Comments/Feedback Work Offline Update Password Pleip with this screen Contact us

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Message:

• UPDATEABLE MONITOR VIEW OF INSTITUTION DATA

You are viewing the data for institution 'QRC Test Inst 6' for July 1, 2010 - June 30, 2011. Please select 'Return to Monitor Menu' in order to get back to the monitor screens.

Check Status for Submitting Data

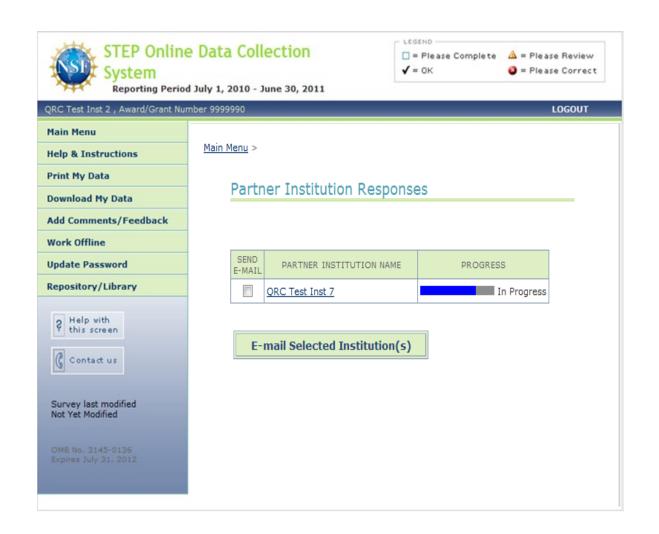
Your survey data cannot be submitted to NSF until errors in the following sections have been corrected. After making any necessary corrections and reviews, return to the Main Menu and submit your data by selecting the **Send Authorized Final Submission to NSF** link.

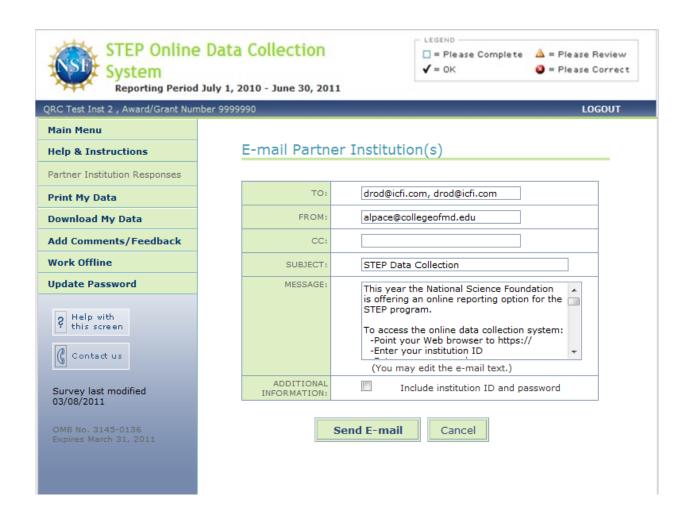
- 1. Your Contact Information
- 2. Institution Definitions
- 3. Student Demographics
- 4. Strategies & Activities
- 5. Challenges
- 6. Other Influences
- 7. Student Participation

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

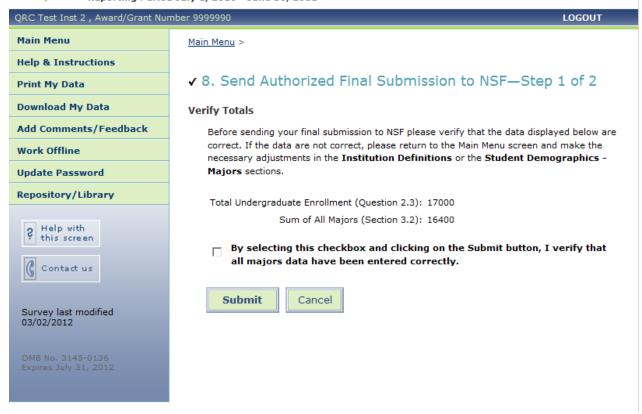
Cancel















LOGOUT QRC Test Inst 2 , Award/Grant Number 9999990 Main Menu Main Menu > **Help & Instructions** √ 8. Send Authorized Final Submission to NSF—Step 2 of 2 **Print My Data** Once you submit your survey data, you will not be able to make any further changes. The **Download My Data** data will only be available in read-only mode. If you need to make any changes, please do so before selecting Submit. Add Comments/Feedback **Work Offline** 8.1 Approximately how many person-hours were required to complete the NSF **Update Password** STEP survey? (Include the time to obtain as well as enter the data.) Repository/Library Help with Submit Cancel this screen Contact us Survey last modified 03/02/2012



LEGEND = Please Complete A = Please Review √ = 0K 🚳 = Please Correct

LOGOUT

QRC Test Inst 2 , Award/Grant Number 9999990 Main Menu **Help & Instructions** Print My Data **Download My Data** Add Comments/Feedback **Work Offline Update Password** Repository/Library Contact us Survey last modified Not Yet Modified

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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.

New: Institution Summary Select this option to view summary data for you institution for all years data has been completed.

[Check All] [Clear All]

Please select a year

Print Preview

2011 (July 1, 2010 - June 30, 2011) ▼

1. Contact Information	
2. Institution Definitions	
3. Student Demographics	
4. Strategies & Activities	
5. Challenges	
6. Other Influences	
7. Student Participation	

Cancel



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Main Menu >

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

2011 (July 1, 2010 - June 30, 2011) 🔻

Download Spreadsheet





QRC Test Inst 2 , Award/Grant Nur	nber 9999990	LOGOUT
Main Menu	Main Menu >	
Help & Instructions		
Print My Data	Add Comments/Feedback	
Download My Data	Please provide any additional information about your STEP project that you	
Add Comments/Feedback	to know. You can also use this section to provide feedback on the system or	survey itself.
Work Offline	A	
Update Password		
Repository/Library		
Contact us		
Survey last modified Not Yet Modified	Save	
OMB No. 3145-0136 Expires July 31, 2012		





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Main Menu >

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 <u>configured</u> 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
- · 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 Download a copy of the Web survey spreadsheet Select Browse to locate the completed MS Excel spreadsheet on your computer, then Upload. Upload Browse...

