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STEP Monitoring System Screenshots: 4-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.

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.

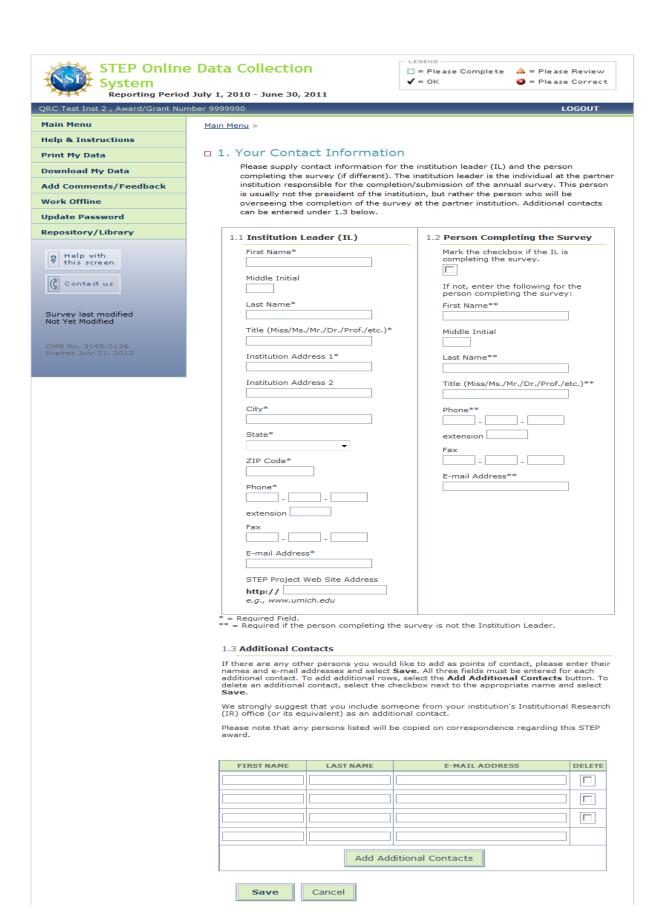
Welcome to NSF's STEP online data collection system. This survey contains short lists of questions on each of the topics shown below. You can complete the topics in any order. The icons beside each link will help you track your progress and alert you to potential problems as you move through the topics.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

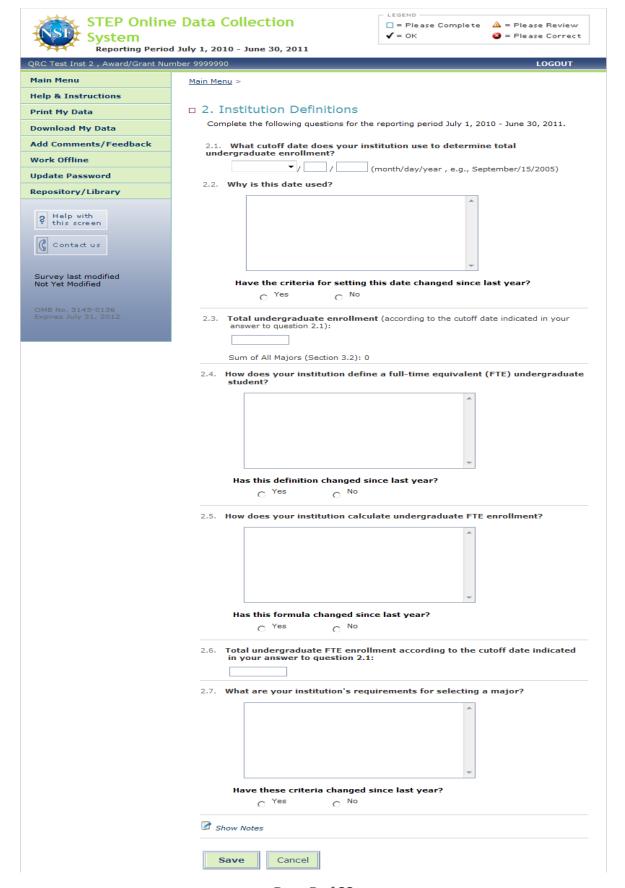
You are currently entering data for Reporting Period July 1, 2010 - June 30, 2011.

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

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

**Check Status for Submitting Data** 







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### 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 2 (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. STEM Disciplines Offered at QRC Test Inst 2

Biological Sciences

Then, please provide demographic data for the following categories:

□ 3.2. <u>Majors</u>

☐ 3.3. Degrees Granted

### Notes

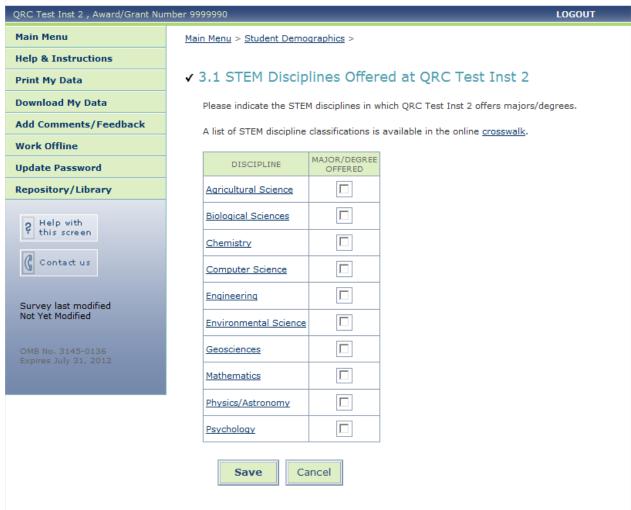
Notes entered throughout the Student Demographics section of the survey are for majors and degrees granted. Each category shares the same notes. Overwriting notes will overwrite notes for all categories in Student Demographics.



Show Notes









QRC Test Inst 2 , Award/Grant Number 9999990 LOGOUT Main Menu Main Menu > Student Demographics > **Help & Instructions** 3.2. Majors **Print My Data Download My Data** 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>. Add Comments/Feedback **Work Offline Update Password** There should be no double-counting – Each student should be reported under only one discipline. Please report headcount rather than FTE. Include U.S. Repository/Library citizens and permanent residents only. Pelp with this screen ☐ 3.2.1. Biological Sciences ☐ 3.2.2. <u>Non-STEM</u> Contact us ☐ 3.2.3. <u>Undeclared</u> Survey last modified Not Yet Modified Total Undergraduate Enrollment (Question 2.3): Sum of All Majors (Section 3.2):

LEGEND -	
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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** 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

Show Notes

Save Cancel





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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 question 3.1.

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
<b>√</b> = 0K	🚳 = Please Correct

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Plase enter Sciences & 2011. (Incl.)

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Main Menu > Student Demographics > Degrees Granted >

# 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, 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.

Bachelor'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

Bachelor'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 Bachelor's degrees granted in Biological Sciences (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

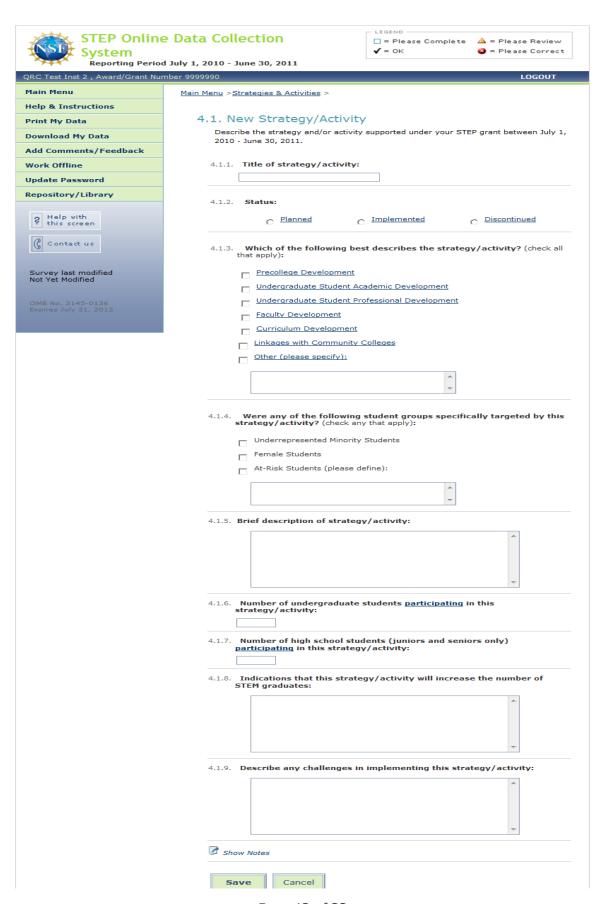
#### Add a Strategy/Activity »

Carry Forward Strategies/Activities From Last Year »

### Notes



Show Notes

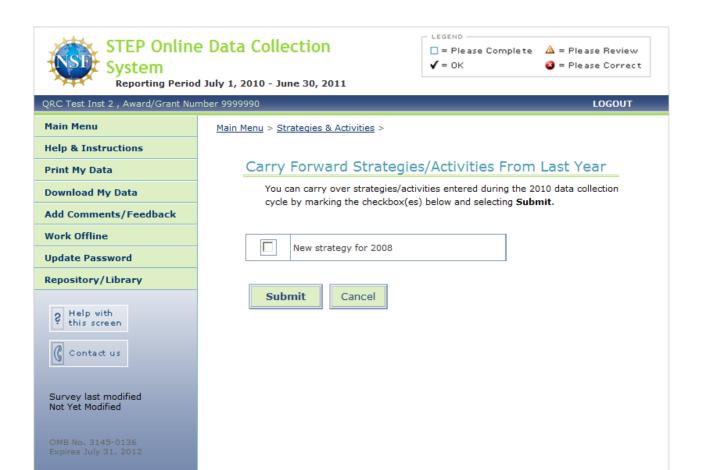


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# □ 5. Challenges

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 »

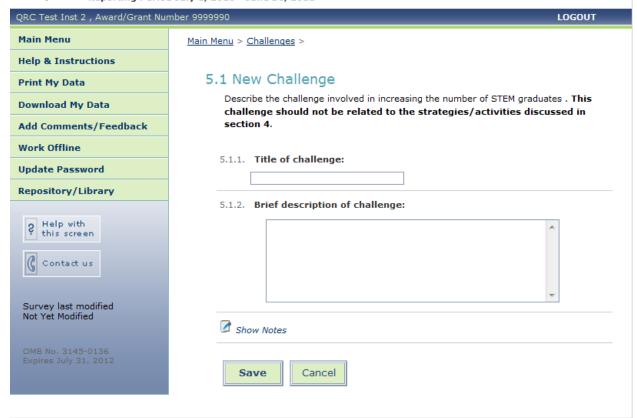
#### Notes

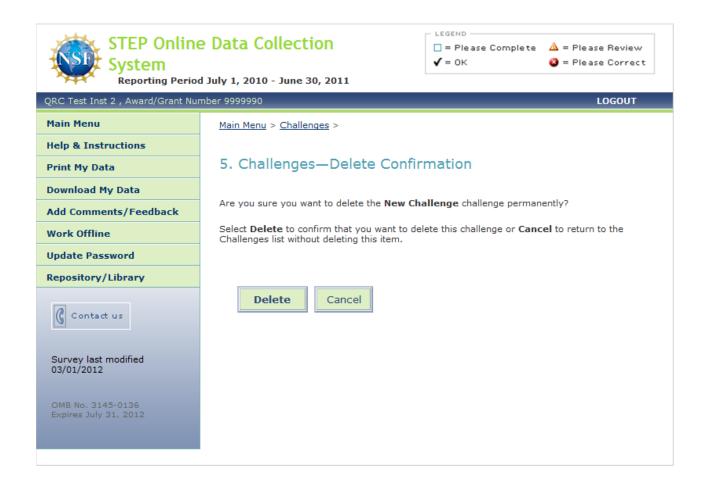


Show Notes



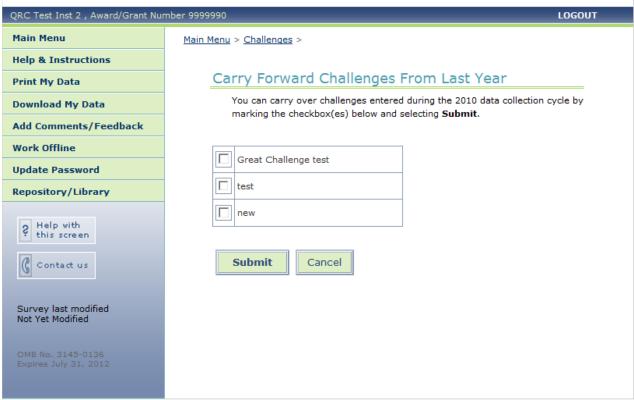






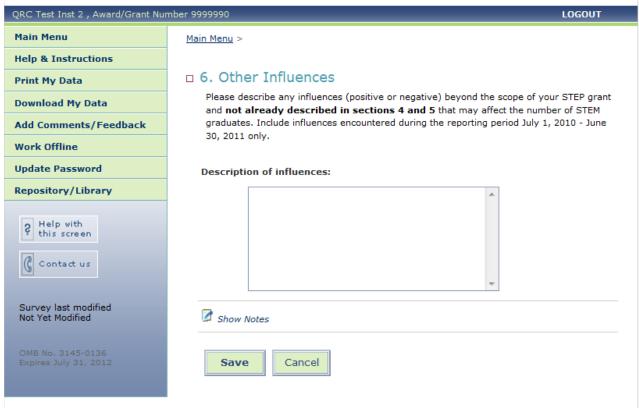
















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Main Menu	Main Menu >
Help & Instructions	
Print My Data	□ 7. Student Participation
Download My Data	Complete the following questions for the reporting period July 1, 2010 - June 30, 2011.
Add Comments/Feedback	
Work Offline	7.1. Since some of your strategies/activities will service the same students multiple times, please estimate
Update Password	maniple sines, please assinate
Repository/Library	<ul> <li>a. How many distinct undergraduate students participated in the strategies/activities carried out under your STEP grant between July 1, 2010 - June</li> </ul>
P Help with this screen	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.
Contact us	
Survey last modified Not Yet Modified	b. How many distinct high school students participated in the
OMB No. 3145-0136 Expires July 31, 2012	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.  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

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## Update Password

**Work Offline** 



OMB No. 3145-0136 Expires July 31, 2012

### Main Menu >

#### 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**

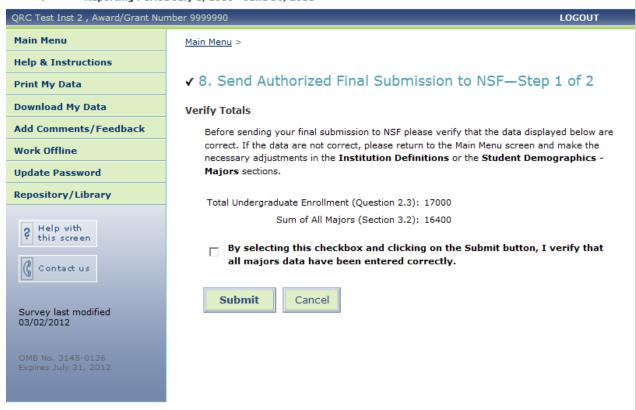
Cancel



















QRC Test Inst 2 , Award/Grant Number 9999990 LOGOUT Main Menu Main Menu > **Help & Instructions** Print My Data Print My Data This screen allows you to preview or print a copy of your STEP survey data. To **Download My Data** select individual sections, mark the corresponding checkbox(es) then select Print Preview to view the selected data. Select Main Menu in the left Add Comments/Feedback navigation to return to the survey. **Work Offline** Note: Strategies & Activities, Challenges, Other Influences, and Student Reach of Project data were not collected during the baseline year. **Update Password** New: Institution Summary Select this option to view summary data for you Repository/Library institution for all years data has been completed. Contact us [Check All] [Clear All] Please select a year Survey last modified Not Yet Modified 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

**Print Preview** 

Cancel



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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.

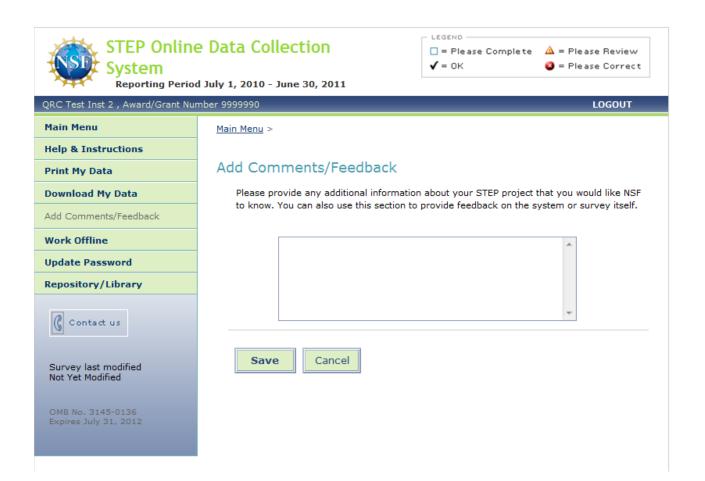
Once your authorized final submission has been completed, the Work Offline feature will no longer be available.

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

2011 (July 1, 2010 - June 30, 2011) 🔻

**Download Spreadsheet** 







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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
- · 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** 

