

# INSTRUCTIONS

Cooperative Science Center Program  
Coordinators

Student and Performance  
Measures Tracking System  
(SPMETS)

September 2013

Version 1.3

## **System Manager**

System access and functionality issues

New menu items

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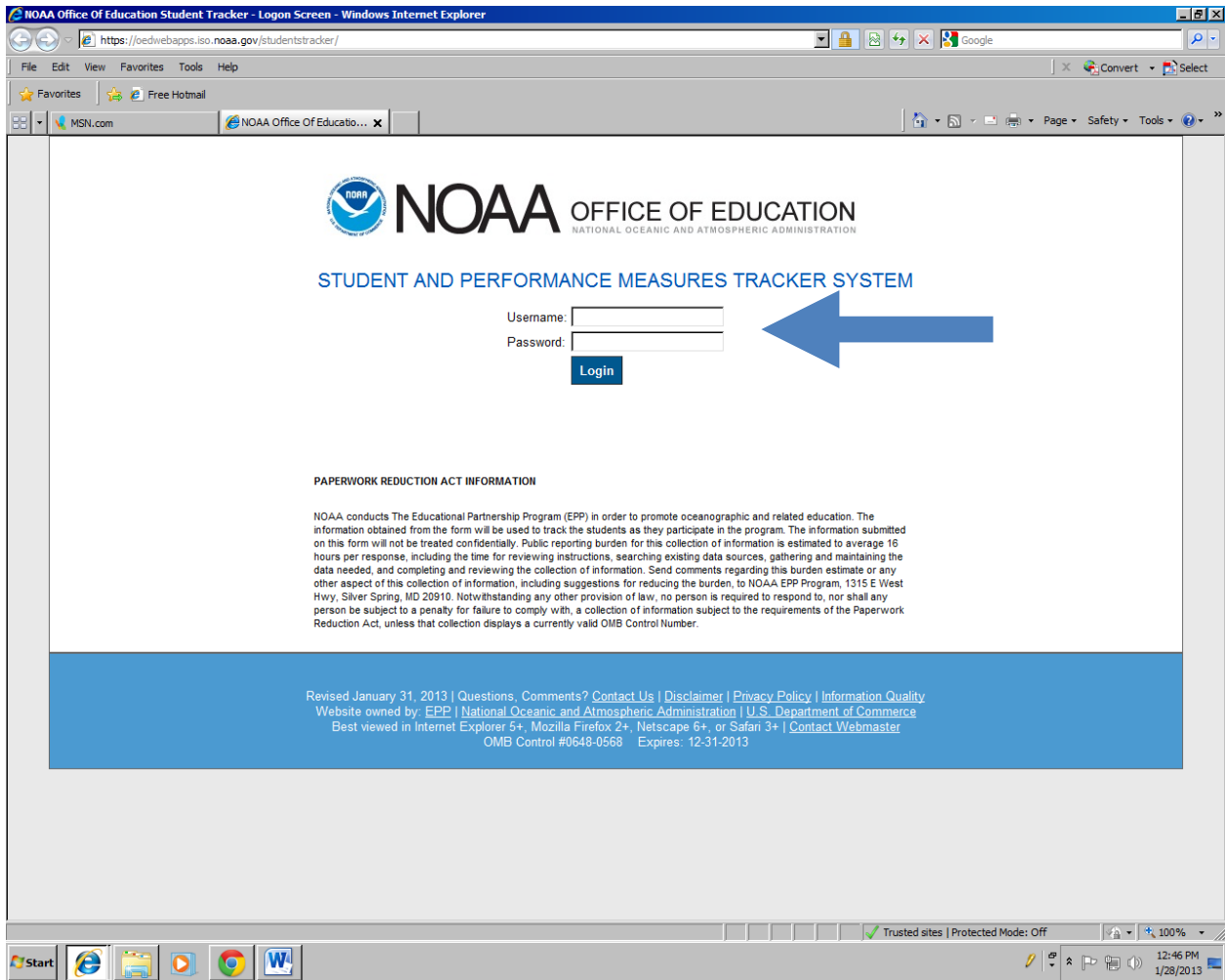
Email (preferred): [guy.s.angouma@noaa.gov](mailto:guy.s.angouma@noaa.gov)

Fax: 301.713.9465

## Table of Contents

|  |           |
|--|-----------|
| Log In Page .....  | 1         |
| Summary Data Page.....   | 2         |
| Add new student .....  | 3         |
| Check if the student is already in the system .....  | 4         |
| Verification Screen .....  | 9         |
| Academic .....   | 12        |
| Funding .....  | 13        |
| Citation.....  | 14        |
| Summer Assignment.....   | 16        |
| Training.....  | 21        |
| Post education .....   | 25        |
| Student Search .....   | 28        |
| Reporting .....  | 29        |
| Performances (Performance Measures) .....  | 31        |
| Outreach Activities .....  | 34        |
| NOTES.....   | 35        |
| <b>(1) Funding Entries for leveraged students .....</b>  | <b>35</b> |
| <b>(2) Student demographic data and information when an address is not found.....</b>                              | <b>36</b> |
| <b>(3) Insert experiences as a presenter or participant at a conference/forum in the training module.....</b>      | <b>37</b> |
| <b>(4) Insert performance measures data in accordance with the guidance provided in the policy handbook: .....</b> | <b>37</b> |
| <b>(5) Guidance for post-education entries .....</b>   | <b>38</b> |

# Log In Page



**Enter**




Username:

Password:

# Summary Data Page

2013 melo  
Interdisciplinary Scientific Environmental Technology Cooperative Science Center Sign Out


**NOAA** OFFICE OF EDUCATION  
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

[Home](#)   [Add new student](#)   [Student search](#)   [Reporting](#)   [Performances](#)   [Outreach activities](#)   [Instructions](#)

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**Announcements:**

**Summary data:**

[Interdisciplinary Scientific Environmental Technology Cooperative Science Center](#)

**Supported** any student enrolled in a degree program in a NOAA mission-relevant STEM discipline.  
**Graduated** supported student who has completed a degree.  
**Pipeline** supported student who has not completed a degree.

| Graduated-active | Graduated | Pipeline | Supported |
|------------------|-----------|----------|-----------|
| 130              | 146       | 172      | 318       |

| Active graduated students |         |      |            |
|---------------------------|---------|------|------------|
| Bachelors                 | Masters | PhDs | Associates |
| 74                        | 41      | 15   | 0          |

| Pipeline students |         |      |            |
|-------------------|---------|------|------------|
| Bachelors         | Masters | PhDs | Associates |
| 60                | 28      | 27   | 0          |

| Supported students |         |      |            |
|--------------------|---------|------|------------|
| Bachelors          | Masters | PhDs | Associates |
| 134                | 69      | 42   | 0          |

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Trusted sites | Protected Mode: Off | 100%

# Add new student

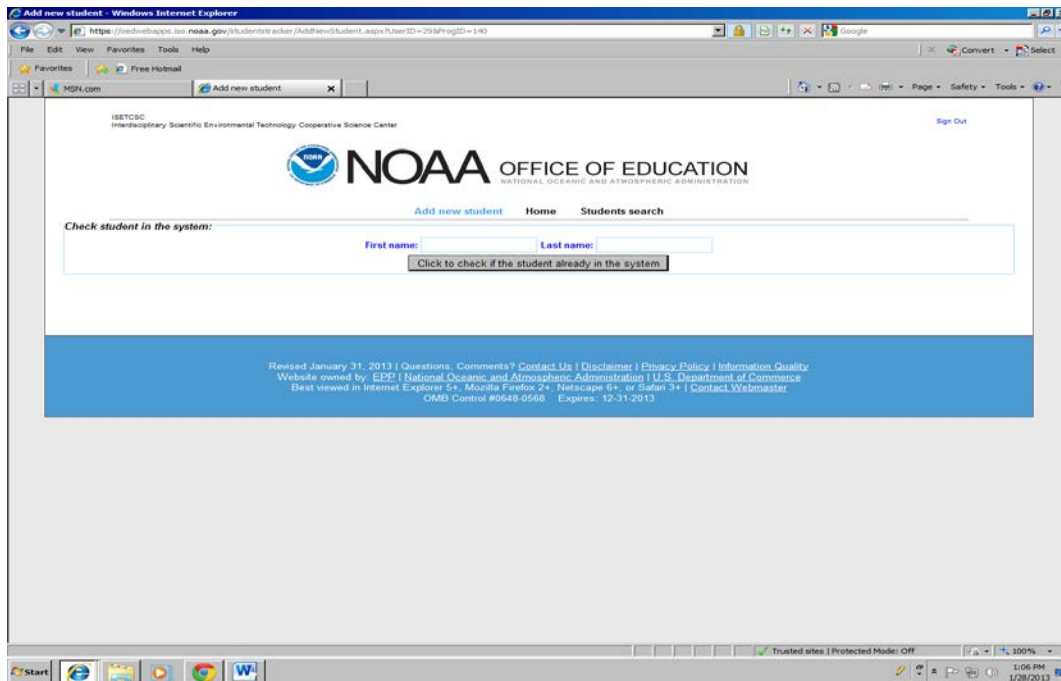
The screenshot shows the NOAA Office of Education website in Internet Explorer. The browser address bar shows the URL: <https://oedwebapps.iso.noaa.gov/studentstracker/Home.aspx?UserID=588&ProgID=140>. The website header includes the NOAA logo and the text "NOAA OFFICE OF EDUCATION NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION". A navigation menu contains links for Home, Add new student, Student search, Reporting, Performances, Outreach activities, and Instructions. The "Add new student" link is highlighted with a blue arrow. Below the navigation menu, there is a section for "Announcements" and "Summary data" for the "Interdisciplinary Scientific Environmental Technology Cooperative Science Center". The summary data includes a table of student counts:

|                                  | Graduated-active | Graduated | Pipeline | Supported |
|----------------------------------|------------------|-----------|----------|-----------|
| <b>Active graduated students</b> |                  |           |          |           |
| Bachelors                        | 74               | 41        | 15       | 0         |
| Masters                          |                  |           |          |           |
| PhDs                             |                  |           |          |           |
| Associates                       |                  |           |          |           |
| <b>Pipeline students</b>         |                  |           |          |           |
| Bachelors                        | 60               | 28        | 27       | 0         |
| Masters                          |                  |           |          |           |
| PhDs                             |                  |           |          |           |
| Associates                       |                  |           |          |           |
| <b>Supported students</b>        |                  |           |          |           |
| Bachelors                        | 134              | 69        | 42       | 0         |
| Masters                          |                  |           |          |           |
| PhDs                             |                  |           |          |           |
| Associates                       |                  |           |          |           |

At the bottom of the page, there is a footer with contact information and a disclaimer: "Revised January 31, 2013 | Questions, Comments? Contact Us | Disclaimer | Privacy Policy | Information Quality. Website owned by: EPP | National Oceanic and Atmospheric Administration | U.S. Department of Commerce. Best viewed in Internet Explorer 5+, Mozilla Firefox 2+, Netscape 6+, or Safari 3+ | Contact Webmaster. OMB Control #0648-0568 Expires: 12-31-2013".

Click on Add new student

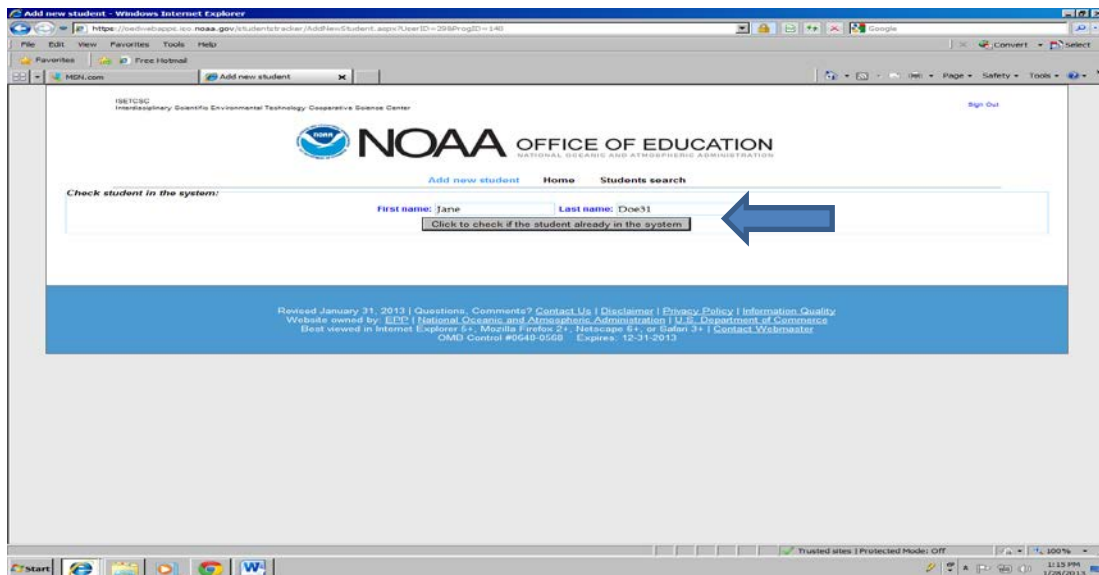
# Check if the student is already in the system



Type Name (example)

First Name: Jane

Last Name: Doe 31



Click on **Click to check if the student is already in the system.**

If the student's name appears in the system, the following screen is displayed with the opportunity to add this student to the program.

ISSETCSC  
Interdisciplinary Scientific Environmental Technology Cooperative Science Center

NOAA OFFICE OF EDUCATION  
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

Check student in the system:

First name: Jane Last name: Doe31

Click to check if the student already in the system

Please click here if you are sure this student is not already in the system

| Student ID | Last name | First name | Middle initial | Program  | Degree |                            |
|------------|-----------|------------|----------------|--|--------|----------------------------|
| 6919       | Doe31     | Jane       |                | Interdisciplinary Scientific Environmental Technology Cooperative Science Center | Ph.D.  | <b>Add to your program</b> |

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To add the student to the program, please click on **Add to your program**



If the student's name is not in the system, the following page – Student demographic - appears with the first and last name entered.

2013 memo  
Interdisciplinary Scientific Environmental Technology Cooperative Science Center

Sign Out

**NOAA** OFFICE OF EDUCATION  
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

[Add new student](#) [Home](#) [Students search](#)

**Student demographic:**

Required fields are marked with \*

First name: \*  This field has a maximum length of 50 characters.

Last name: \*  This field has a maximum length of 50 characters.

Middle initial:

Suffix:

State: \*

Zip code: \*

Street name: \*  Please leave blank if none

Street suffix (i.e. Ave, St, Blvd etc.): \*  Please leave blank if none

From the "Address low number" drop down list below, select the student address number.  
If the student address number IS NOT IN THE LIST make sure the student address number  
FALLS WITHIN THE RANGE - "Address low number" and "Address high number."

Address low number: \*  Please leave blank if none Address high number:

Citizenship:  US CITIZEN  NOT US CITIZEN

Ethnicity:

Black or African American  American Indian or Alaska Native  
 Asian  Hispanic or Latino  
 None  Native Hawaiian or Other Pacific Islander  
 White  Other

**Enter or select** the requested information. The data fields with an \* are mandatory fields.

**Enter:** Middle initial (not a mandatory field).

**Select** (drop down menus or radio buttons): (1) Suffix; (2) State; (3) Zip code; (4) Street name; (5) Street suffix; (6) Address number; (7) Citizenship; (8) Ethnicity; and (9) Gender.

**Address:** Entries in these data fields will identify the Congressional District. Enter the student's permanent address. If the address is not in the database, leave the data fields blank. [After selecting the state, wait to allow the system to populate the available zip codes. After selecting the zip code, wait to allow the available street names to populate. After selecting the street name, wait to allow the address low number to populate.](#) **New to the system is the Address high number**

From the "Address low number" drop down list below, select the student address number.  
If the student address number IS NOT IN THE LIST make sure the student address number  
FALLS WITHIN THE RANGE - "Address low number" and "Address high number."

**Citizenship:** NOAA supported students must be US Citizens. After selecting the US Citizen radio button, select one of three verification methods: (1) USA Birth Certificate; (2) USA Passport; or (3) USA Naturalization Certificate of Citizenship.

## Continue

The screenshot shows a web browser window titled "Add new student - Windows Internet Explorer". The address bar shows the URL: <https://oedwebapps.iso.noaa.gov/STUDENTTRACKER/AddNewStudent.aspx?UserID=29&ProgID=140>. The page content includes:

- Gender:** Radio buttons for Black or African American, Asian, None, White, American Indian or Alaska Native, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, and Other.
- Student academic information:** A section with a "Required fields are marked with \*" note. Fields include:
  - Academic partner institution: \*
  - Funding start date: \* (with a calendar icon and example "e.g. MM/YYYY")
  - Degree: \*
  - GPA: \* (with example "e.g. 3.99")
  - Classification: \*
  - Major: \*
  - Area of concentration: \*
  - Research title or topic: (with a note "This field has a maximum length of 500 characters.")
  - Primary academic research advisor:
  - NOAA research advisor:
  - Expected graduation date: \* (with a calendar icon and example "e.g. MM/YYYY")
  - Actual graduation date: \* (with a calendar icon and example "e.g. MM/YYYY")

At the bottom of the form is a "Continue.." button. Below the form is a footer with copyright and contact information for the National Oceanic and Atmospheric Administration.

**Enter or select** the requested information. The data fields with an \* are mandatory fields.

**Select** (drop down menu): (1) Academic partner institution; (2) Degree; (3) Classification; (4) Major; (5) Area of concentration; (6) Primary academic research advisor; and, (7) NOAA research advisor.

**Enter:** (1) Funding start date (can also select date from calendar); (2) GPA – Grade Point Average; (3) Research title or topic; (6) Expected graduation date (can also select date from the calendar); and, (7) Actual graduation date (can also select date from the calendar).

# Verification Screen

NOAA OFFICE OF EDUCATION  
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

[Add new student](#) [Home](#) [Students search](#)

**Verify information**  
Please verify all the data you have entered and click save.

|                                    |  |
|------------------------------------|--|
| First name:                        | Jane   |
| Last name:                         | Doe31  |
| Middle initial:                    |  |
| Suffix:                            |  |
| Address:                           |  |
| Street name:                       |  |
| Street suffix:                     |  |
| Home state:                        | District of Columbia                                     |
| Zip code:                          | 20037  |
| Citizenship:                       | US CITIZEN   |
| Citizenship verification by:       | Valid USA Passport                                       |
| Ethnicity:                         | Black or African American                                |
| Gender:                            | Female   |
| Academic partner institution:      | North Carolina Agricultural & Technical State University |
| Funding start date:                | 05/2009  |
| Degree:                            | Ph.D.  |
| GPA:                               | 3.50   |
| Classification:                    | Graduate   |
| Major:                             | Physical Sciences - Atmospheric Science & Meteorology    |
| Area of concentration:             | Atmospheric Science/Meteorology, General                 |
| Research title or topic:           |  |
| Primary academic research advisor: |  |
| Expected graduation date:          | 05/2012  |
| Actual graduation date:            | 05/2012  |

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Verify that the student data were entered correctly.

If changes are required, click on the **Back** button.

If changes are not required, click on the **Save** button.

After clicking on the **Save** button, the new student record appears at the bottom of the Student Search page.

## Continue adding the new student's data and information

ISSETCSC  
Interdisciplinary Scientific Environmental Technology Cooperative Science Center

NOAA OFFICE OF EDUCATION  
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

Student search Home Add new student Reporting Performances Instructions

Students Search Criteria:

Last name:  Student home state:

Ethnicity:  Black or African American  
 American Indian or Alaska Native  
 Asian  
 Hawaiian Native

Degree:  A.A.  
 A.A.S.  
 A.S.

Institution:

Institution state:

Education level:  Classification:

Major:  Biological Sciences  
 Biological, Life, and Agricultural Sciences

Concentration:  Aerospace, Aeronautical & Astronautical Engineering  
 Aerospace, Aeronautical, & Astronautical Engineering  
 Architectural Engineering

Funding start date:  Actual graduation date:  Expected graduation date:

Fiscal year funding start date:  Fiscal year actual graduation date:  Fiscal year expected graduation date:

Gender:  Student status:  Graduation status:

Search

Number of unique students: 52

Students List

| Name       |      |
|------------|------|
| Doe31 Jane | Edit |
| Doe18 Joe  | Edit |
| Doe18 John | Edit |

Click on the **Edit** button next to the student's name.

Example: Name – Doe31 Jane

After clicking on the Edit button next to the student's name  
the following page appears

The screenshot shows a web browser window titled "Student Demographic Information - Windows Internet Explorer". The address bar shows the URL: <https://oedwebapps.iso.noaa.gov/STUDENTSTRACKER/StudentDetail.aspx?Sdt=6919&UserID=298&ProgID=140>. The page content includes the NOAA logo and "OFFICE OF EDUCATION" header. Below the header is a navigation menu with links: Student demographic, Home, Student search, Academic, Summer assignments, Training, Post education. The main form contains the following fields and options:

- First name: \* Jane
- Last name: \* Doe51
- Middle initial: [ ]
- Suffix: [ ]
- State: \* District of Columbia
- Zip code: \* 20037
- Street name: \* [ ] Please leave blank if none
- Street suffix (i.e. Ave, St, Blvd etc...): \* [ ] Please leave blank if none
- Address number: \* [ ] Please leave blank if none
- Student citizenship: \*  US CITIZEN  NOT US CITIZEN
  - USA Birth Certificate
- Citizenship verification by: \*  Valid USA Passport
  - Valid USA Naturalization Certificate of Citizenship
- Ethnicity: \*
  - Black or African American  American Indian or Alaska Native
  - Asian  Hispanic or Latino
  - None  Native Hawaiian or Other Pacific Islander
  - White  Other
- Gender: \*
  - Female  Male
  - None  Other

At the bottom of the form is an "Update" button, which is highlighted by a blue arrow. The footer of the page contains the following text: "Revised January 31, 2013 | Questions, Comments? Contact Us | Disclaimer | Privacy Policy | Information Quality. Website owned by: EPP | National Oceanic and Atmospheric Administration | U.S. Department of Commerce. Best viewed in Internet Explorer 8+, Mozilla Firefox 2+, Netscape 6+, or Safari 3+ | Contact Webmaster. OMB Control #0548-0598 Expires: 12-31-2013".

The data fields with an \* are mandatory fields.

**Updates:** If needed, make updates and then click the **Update** button.

If no updates are required, click **Academic** at the top of the page.

# Academic

ISETCSC  
Interdisciplinary Scientific Environmental Technology Cooperative Science Center

NOAA OFFICE OF EDUCATION  
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

Academic Student demographic Home Student search

Student name: Doe31 Jane

List of academics for the student:

| Program  | Institution  | Degree | Graduation Date |
|--|--|--------|-----------------|
| Interdisciplinary Scientific Environmental Technology Cooperative Science Center | North Carolina Agricultural & Technical State University | Ph.D.  | 05/2012         |

Details for the selected academic:

Required fields are marked with \*

Academic partner institution: \*

Student status:

Student status reason:

Funding Start Date: \*

Degree: \*

GPA: \*

Classification: \*

Major: \*

Area Of Concentration: \*

Research Title or Topic:

Primary Academic Research Advisor:

Expected Graduation Date: \*

Actual Graduation Date:

Graduation status:

Add a new academic

The data fields with an \* are mandatory fields.

This screen shows the one academic record for student Doe 31 Jane.

Here is an opportunity to add a new academic record for Doe31 Jane.

**When entering the actual graduation date, change the graduation status from No to Yes.**

**Enter** the data and then click **Add a new academic**.

If there is no need to add a new academic record, then please click **Student Search**.

## Funding and citation (e.g., publication) for the academic record

The screenshot displays a web application interface for managing academic records. The top section contains a form for entering academic information, including fields for Funding Start Date, Degree, GPA, Classification, Major, Area Of Concentration, Research Title or Topic, Primary Academic Research Advisor, Expected Graduation Date, Actual Graduation Date, and Graduation status. A blue arrow points to the 'Update the selected academic' button below this form. The middle section, titled 'Funding list for the selected academic', shows a 'Total student amount funded: \$' and a form for adding new funding. This form includes fields for Funding type, Funding Source, GPA, Award Type, Fiscal Award Year, Report Period, and Amount, with an 'Add a new funding' button. A blue arrow points to the 'Award Type' field. The bottom section, titled 'Publication list for the selected academic', shows a form for adding new citations, including a 'Citation title' field and an 'Add a new citation' button. A blue arrow points to the 'Citation title' field. The footer contains copyright information and a date of 1/28/2013.

The data fields with an \* are mandatory fields.

Updates may be made to the selected academic – click on **Update the selected academic**

### Funding

Add the funding data and information for the academic record.

**Select** (drop down menu): (1) Funding type; (2) Funding source; (3) Award type; (4) Fiscal Award Year; and, (5) Report period.

**Enter** (type in): (1) GPA – Grade Point Average and (2) Amount (dollar amount).

After adding funding data and information, click on **Add a new funding** then, proceed to add **Citation** (if applicable).



## **Citation**

**Enter** (type in): Citation or publication title.

After adding the Citation (e.g., publication), click on **Add new citation**.

# Student Search

ISETCSC  
Interdisciplinary Scientific Environmental Technology Cooperative Science Center

NOAA OFFICE OF EDUCATION  
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

Student search Home Add new student Reporting Performances Instructions

Students Search Criteria:

Last name:  Student home state:

Ethnicity:  Black or African American  
 American Indian or Alaska Native

Degree:  A.A.  
 A.A.S.

Institution:

Institution state:

Education level:  Classification:

Major:  Biological Sciences  
 Biological Life and Agricultural Sciences

Concentration:  Aerospace, Aeronautical & Astronautical Engineering  
 Aerospace, Aeronautical, & Astronautical Engineering

Funding start date:  Actual graduation date:  Expected graduation date:

Fiscal year funding start date:  Fiscal year actual graduation date:  Fiscal year expected graduation date:

Gender:  Student status:  Graduation status:

Search

Number of unique students: 52

Students List

| Name       |      |
|------------|------|
| Doe31 Jane | Edit |
| Doe18 Joe  | Edit |

On the **Student Search** page, click **Edit** next to student Doe31 Jane to add data and information for this student.

# Summer Assignment

The screenshot shows a web browser window with the URL <https://oedwebapps.iso.noaa.gov/STUDENTTRACKER/StudentDetail.aspx?Sdt=6919&UserID=298&ProgID=140>. The page title is "Student Demographic Information - Windows Internet Explorer". The NOAA Office of Education logo is at the top, with the text "NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION". A navigation menu includes "Student demographic", "Home", "Student search", "Academic", "Summer assignments", "Training", and "Post education". A blue arrow points to the "Summer assignments" tab. The form contains the following fields:

- First name: \* Jane
- Last name: \* Doe81
- Middle initial: [ ]
- Suffix: [ ]
- State: \* District of Columbia
- Zip code: \* 20037
- Street name: \* [ ] Please leave blank if none
- Street suffix (i.e. Ave, St, Blvd etc...): \* [ ] Please leave blank if none
- Address number: \* [ ] Please leave blank if none
- Student citizenship: \*  US CITIZEN  NOT US CITIZEN
  - USA Birth Certificate
- Citizenship verification by: \*  Valid USA Passport
  - Valid USA Naturalization Certificate of Citizenship
- Ethnicity: \*  Black or African American  American Indian or Alaska Native
  - Asian  Hispanic or Latino
  - None  Native Hawaiian or Other Pacific Islander
  - White  Other
- Gender: \*  Female  Male
  - None  Other

An "Update" button is located at the bottom of the form. The footer contains copyright information and technical details.

The data fields with an \* are mandatory fields.

Click on **Summer Assignments** to add information about a student's summer experience.

# Summer Assignment

ISERCSC  
Interdisciplinary Scientific Environmental Technology Cooperative Science Center

NOAA OFFICE OF EDUCATION  
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

Summer assignment Student demographic Home Student search

Student name: Doe31 Jane

List of summer assignment activities for the student:

Details for the selected summer assignment activity:

Required fields are marked with \*

Research mentor 1:

Research mentor 2:

Summer assignment: \*

Year: \*

Comments:

Add a new summer assignment

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The data fields with an \* are mandatory fields.

**Select** (drop down menu list): (1) Research mentor 1; (2) Research mentor 2; and, (3) Year.

If the name of the Research mentor is not on the list, please email the name to the System Developer and the name will be added to the drop down menu list.

**Enter** (type in): Summer assignment and Comments.

When finished adding data, click **Add a new summer assignment**.

# Summer Assignment

ISETCSC  
Interdisciplinary Scientific Environmental Technology Cooperative Science Center

NOAA OFFICE OF EDUCATION  
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

Summer assignment Student demographic Home Student search

Student name: Doe31 Jane

List of summer assignment activities for the student:

| Program  | Assignment | Research Mentor | Year |                      |
|--|------------|-----------------|------|----------------------|
| Interdisciplinary Scientific Environmental Technology Cooperative Science Center | TBD        | Matt Heavner    | 2011 | <a href="#">Edit</a> |

Details for the selected summer assignment activity:

Required fields are marked with \*

Research mentor 1:

Research mentor 2:

Summer assignment: \*

Year: \*

Comments:

[Add a new summer assignment](#)

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The data fields with an \* are mandatory fields.

The added summer assignment appears at the top of the page.

If edits are needed, click the **Edit** button.

# Summer Assignment Edit

IS/ET/CS/C  
Interdisciplinary Scientific Environmental Technology Cooperative Science Center

NOAA OFFICE OF EDUCATION  
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

Summer assignment Student demographic Home Student search

Student name: Doe31 Jane

List of summer assignment activities for the student:

| Program  | Assignment | Research Mentor | Year |      |
|--|------------|-----------------|------|------|
| Interdisciplinary Scientific Environmental Technology Cooperative Science Center | TBD        | Matt Heavner    | 2011 | Edit |

Details for the selected summer assignment activity:

Required fields are marked with \*

Research mentor 1: Matt Heavner

Research mentor 2: [dropdown]

Summer assignment: TBD

Year: 2011

Comments: [text area]

To reset summer assignment fields please click here

Update the selected summer assignment

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The data fields with an \* are mandatory fields.

Make edits to the data field(s) and click **Update the selected summer assignment button**.

Click **Student Search** to find the student (e.g., Doe31 Jane).

# Student Search

Continue adding the new student's data and information

ISSETCSG  
Interdisciplinary Scientific Environmental Technology Cooperative Science Center

NOAA OFFICE OF EDUCATION  
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

Students Search Criteria:

Last name:  Student home state:

Ethnicity:  Black or African American  
 American Indian or Alaska Native  
 Asian

Degree:  A.A.  
 A.A.S.  
 A.C.

Institution:

Institution state:

Education level:  Classification:

Major:  Biological Sciences  
 Biological, Life, and Agricultural Sciences

Concentration:  Aerospace, Aeronautical & Astronautical Engineering  
 Aerospace, Aeronautical, & Astronautical Engineering  
 Astronautical Engineering

Funding start date:  Actual graduation date:  Expected graduation date:

Fiscal year funding start date:  Fiscal year actual graduation date:  Fiscal year expected graduation date:

Gender:  Student status:  Graduation status:

Search

Number of unique students: 52

Students List

| Name       |      |
|------------|------|
| Doe31 Jane | Edit |
| Doe18 Joe  | Edit |
| Doe18 John | Edit |

Click on the **Edit** button next to the student's name.

Example: Name – Doe31 Jane

# Training

The screenshot shows a web browser window displaying the NOAA Office of Education Student Demographic Information form. The browser's address bar shows the URL: <https://oedwebapps.iso.noaa.gov/STUDENTTRACKER/StudentDetail.aspx?Sdt=6919&UserID=298&ProgID=140>. The page title is "Student Demographic Information - Windows Internet Explorer".

The NOAA logo and "OFFICE OF EDUCATION" are prominently displayed. Below the logo, there is a navigation menu with the following items: "Student demographic", "Home", "Student search", "Academic", "Summer assignments", "Training" (highlighted with a blue arrow), and "Post education".

The form contains the following fields and options:

- First name:** \* Jane
- Last name:** \* Doe31
- Middle initial:** [ ]
- Suffix:** [ ]
- State:** \* District of Columbia
- Zip code:** \* 20037
- Street name:** \* [ ] Please leave blank if none
- Street suffix (i.e. Ave, St, Blvd etc...):** \* [ ] Please leave blank if none
- Address number:** \* [ ] Please leave blank if none
- Student citizenship:** \*  US CITIZEN  NOT US CITIZEN
  - USA Birth Certificate
  - Valid USA Passport
  - Valid USA Naturalization Certificate of Citizenship
- Ethnicity:** \*
  - Black or African American  American Indian or Alaska Native
  - Asian  Hispanic or Latino
  - None  Native Hawaiian or Other Pacific Islander
  - White  Other
- Gender:** \*
  - Female  Male
  - None  Other

An "Update" button is located at the bottom of the form.

At the bottom of the page, there is a footer with the following text: "Revised January 31, 2013 | Questions, Comments? [Contact Us](#) | [Disclaimer](#) | [Privacy Policy](#) | [Information Quality](#)  
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OMB Control #0648-0988 Expires: 12-31-2013 U.S. Department of Commerce

The data fields with an \* are mandatory fields.

Click on **Training** to add data and information for Doe31 Jane.



# Training

ISERCSC  
Interdisciplinary Scientific Environmental Technology Cooperative Science Center

NOAA OFFICE OF EDUCATION  
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

Student training Student demographic Home Student search

Student name: Doe31 Jane

List of Training activities for the student:

Details for the selected Training activity:

Required fields are marked with \*

Training category: \*

Training activity: \*

Year: \*

Comments:

Add a new student Training activity

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OMB Control #0648-0568 Expires: 12-31-2013

The data fields with an \* are mandatory fields.

Add **Training** data and information for the student, Doe31 Jane.

**Select** (drop down menu): (1) Training category; (2) Training activity; and, (3) Year.

**Enter** Comments (if applicable).

When finished adding data, click the **Add a new student Training activity**.

# Training

ISETCSC  
Interdisciplinary Scientific Environmental Technology Cooperative Science Center

NOAA OFFICE OF EDUCATION  
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

Student training Student demographic Home Student search

Student name: Doe31 Jane

List of Training activities for the student:

| Program  | Training Category                   | Year |
|--|-------------------------------------|------|
| Interdisciplinary Scientific Environmental Technology Cooperative Science Center | Educational Experiential Experience | 2011 |

Details for the selected Training activity:

Required fields are marked with \*

Training category: \*

Training activity: \*

Year: \*

Comments:

Add a new student Training activity

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The data fields with an \* are mandatory fields.

The training record now appears at the top of the page.

To the record needs to be edited, click the **Edit** button.

To add another training record, complete the data fields and click on **Add a new student Training activity**.

When edits or additions are complete, click on **Student Search**.

# Student Search

ISETCSC  
Interdisciplinary Scientific Environmental Technology Cooperative Science Center

NOAA OFFICE OF EDUCATION  
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

Student search Home Add new student Reporting Performances Instructions

Students Search Criteria:

Last name:  Student home state:

Ethnicity:  Black or African American  
 American Indian or Alaska Native  
 Asian

Degree:  A.A.  
 A.A.S.  
 A.C.

Institution:

Institution state:

Education level:  Classification:

Major:  Biological Sciences  
 Biological, Life, and Agricultural Sciences

Concentration:  Aerospace, Aeronautical & Astronautical Engineering  
 Aerospace, Aeronautical, & Astronautical Engineering  
 Astrophysical Sciences

Funding start date:  Actual graduation date:  Expected graduation date:

Fiscal year funding start date:  Fiscal year actual graduation date:  Fiscal year expected graduation date:

Gender:  Student status:  Graduation status:

Search

Number of unique students: 52

Students List

| Name       |      |
|------------|------|
| Doe31 Jane | Edit |
| Doe18 Joe  | Edit |
| Doe18 John | Edit |

Click on the **Edit** button next to the student's name.

Example: Name – Doe31 Jane

# Post education

Student Demographic Information - Windows Internet Explorer

https://oedwebapps.iso.noaa.gov/STUDENTTRACKER/StudentDetail.aspx?Sdt=6919&UserID=298&ProgID=140

NOAA OFFICE OF EDUCATION  
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

Student demographic Home Student search Academic Summer assignments Training **Post education**

First name: \* Jane  
Last name: \* Doe31  
Middle initial:   
Suffix:   
State: \* District of Columbia  
Zip code: \* 20037  
Street name: \* Please leave blank if none  
Street suffix (i.e. Ave, St, Blvd etc...): \* Please leave blank if none  
Address number: \* Please leave blank if none  
Student citizenship: \*  US CITIZEN  NOT US CITIZEN  
Citizenship verification by: \*  Valid USA Passport  Valid USA Naturalization Certificate of Citizenship  
Ethnicity: \*  Black or African American  American Indian or Alaska Native  Asian  Hispanic or Latino  None  Native Hawaiian or Other Pacific Islander  White  Other  
Gender: \*  Female  Male  None  Other

Update

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Done Trusted sites | Protected Mode: Off 75% 4:25 PM 1/28/2013

Click on **Post education**.

# Post education

The screenshot shows a web browser window displaying the NOAA Office of Education website. The page title is "Student Post Education Details". The user is logged in as "Meika Laster". The page features the NOAA logo and navigation links: "Post education", "Student demographic", "Home", and "Student search". The main content area shows the "Student name" as "Doe31 Jane". Below this, there is a section for "List of post-graduation organizations for the student:" which is currently empty. A "Details for the selected post-graduation organization:" section contains a form with the following fields: "Program:" (a dropdown menu), "Sector:" (a dropdown menu), "Organization:" (a text input field), and "Occupation:" (a dropdown menu). The "Program:", "Sector:", and "Occupation:" fields are marked with an asterisk (\*), indicating they are mandatory. A button labeled "Add a new post-graduation organization" is located below the form. At the bottom of the page, there is a footer with the following text: "Revised January 31, 2013 | Questions, Comments? Contact Us | Disclaimer | Privacy Policy | Information Quality. Website owned by: EPP | National Oceanic and Atmospheric Administration | U.S. Department of Commerce. Best viewed in Internet Explorer 5+, Mozilla Firefox 2+, Netscape 6+, or Safari 3+ | Contact Webmaster. OMB Control #0648-0568 Expires: 12-31-2013".

The data fields with an \* are mandatory fields.

**Select** (drop down menu): (1) Industry Sector and (2) Occupation.

**Enter**: Type the name of the organization.

When all data fields are completed, click on **Add a new post-graduation organization**.

Click the **Edit** button next to the post-graduation organization and complete the data fields.

# Post education

Student Post Education Details - Windows Internet Explorer

https://oedwebapps.iso.noaa.gov/STUDENTTRACKER/StudentPostgraduation.aspx?Sdt=69198&UserID=298&ProgID=140

NOAA OFFICE OF EDUCATION  
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

Post education Student demographic Home Student search

Student name: Doe31 Jane

List of post-graduation organizations for the student:

| Program   | Industry Sector | Occupation   | Organization |      |
|---|-----------------|--------------|--------------|------|
| Interdisciplinary Scientific Environmental Technology Cooperative Science Center NOAA | NOAA            | Professional | NOAA         | Edit |

Details for the selected post-graduation organization:

Required fields are marked with \*

Industry Sector: NOAA

Organization: NOAA

Occupation: Professional

To reset post-graduation organization fields please click here

Update the selected post-graduation organization

Position list for the selected organization:

Details for the selected position:

Required fields are marked with \*

Field Of Work: \*

Place of work:

Job Title: \*

Hired Date: (e.g. MM/YYYY)

Hired Level:

Hired Grade:

Line Office:

Future Plans:

Add a new position

The data fields with an \* are mandatory fields.

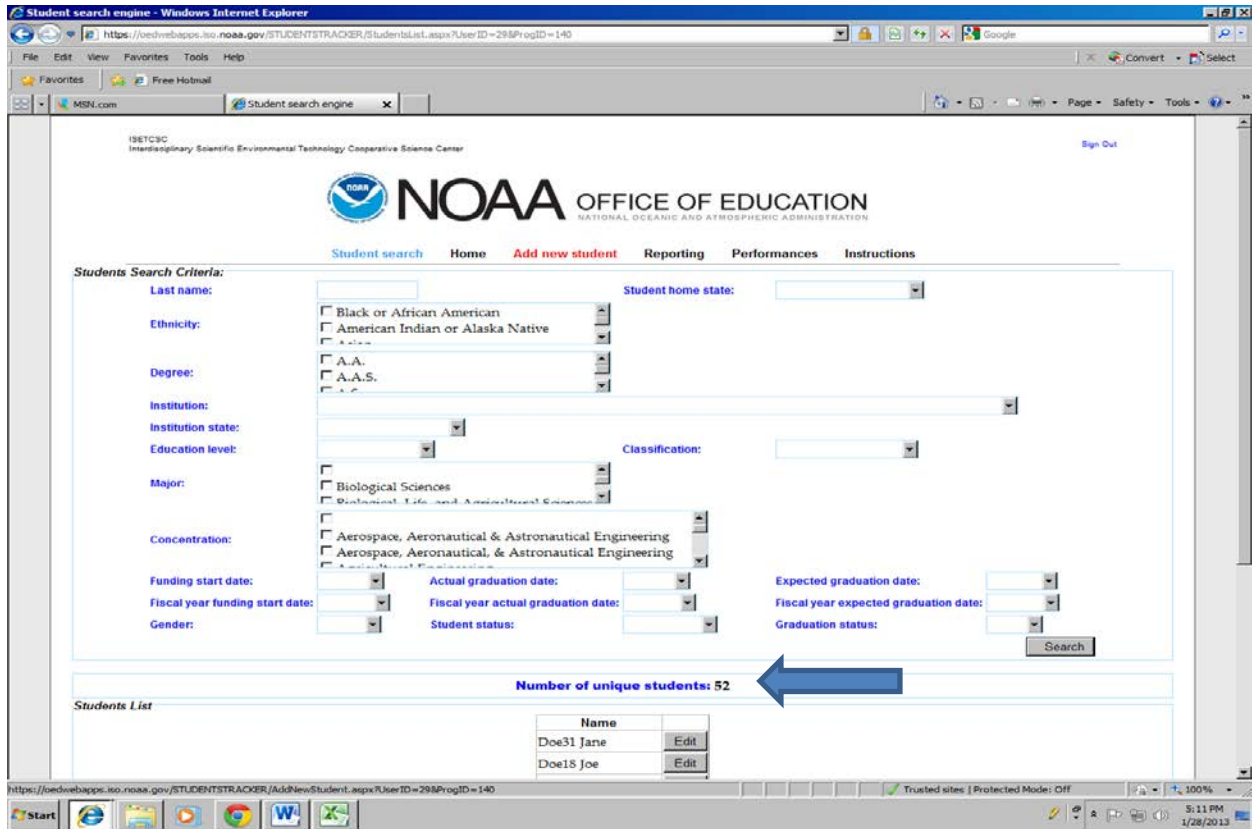
**Select** (drop down menu): (1) Field of Work; (2) Job Title; (3) Hired Level; (4) Hired Grade; and, (5) Line Office.

The menu choices from the Field of Work are from a National Science Foundation Survey of Earned Doctorates list.

**Enter** (Type in): (1) Place of work; (2) Job Title; (3) Hired Date (can also select from calendar); and, (4) Future Plans.

Future Plans: What plans does the student have such as pursuing advanced degrees in Science, Technology, Engineering, and Mathematics (STEM) field?

# Student Search



## Select search criteria

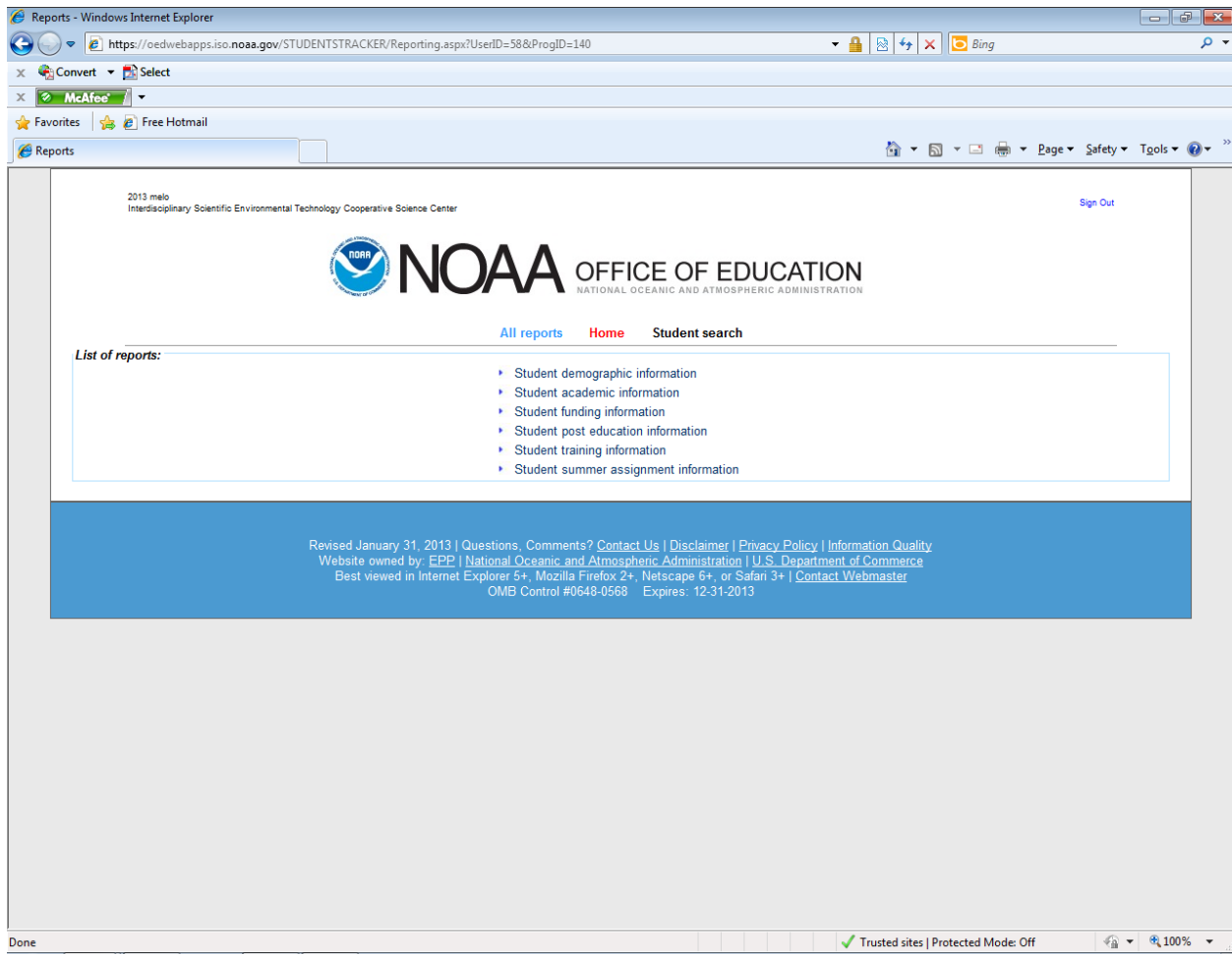
|                    |                                      |
|--------------------|--------------------------------------|
| Last name          | Funding start date                   |
| Student home state | Actual graduation date               |
| Ethnicity          | Expected graduation date             |
| Degree             | Fiscal year funding start date       |
| Institution        | Fiscal year actual graduation date   |
| Institution state  | Fiscal year expected graduation date |
| Education level    | Gender                               |
| Major              | Student Status                       |
| Concentration      | Graduation Status                    |

After selecting the criteria, click **Search**.

Data that meet the criteria are displayed at the bottom of the page.

**Number of unique students** is displayed at the bottom of the page.

# Reporting



Four types of reports are available:

- (1) Student demographic information;**
- (2) Student academic information;**
- (3) Student funding information;**
- (4) Student post education information;**
- (5) Student training information; and,**
- (6) Student Summer assignment information**

For the number of students, use the student demographic information.

For the number of unique students, use the Student search.



# Reporting

Student Search Criteria:

Last name:  Student home state: District of Columbia

Ethnicity:  Black or African American  
 American Indian or Alaska Native

Degree:

Institution:

Institution state:

Education level:  Classification:

Major:

Concentration:

Funding start date:  Actual graduation date:  Expected graduation date:

Fiscal year funding start date:  Fiscal year actual graduation date:  Fiscal year expected graduation date:

Gender:  Student status: Active Graduation status:

Search

Number of students: 1

Students List

Please check here if you want to display all records

| StudentID | Last Name | First Name | Middle Initial | Suffix | Ethnicity                 | Gender | State |
|-----------|-----------|------------|----------------|--------|---------------------------|--------|-------|
| 6819      | Doe31     | Jane       |                |        | Black or African American | Female | DC    |

ExportToWord ExportToExcel ExportToPDF ExportToCSV

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## Student demographic

Some of the data that meet the search criteria are displayed at the bottom of the page.

For all the data, please check the box – Check here if you want to display all records.

Data may be exported in four types of formats: (1) Word; (2) Excel; (3) PDF; and, (4) CSV.

To export the data, click the format type (1) **ExportToWord**; (2) **Export ToExcel**; (3) **ExportToPDF**; and, (4) **ExportToCSV**.

# Performances (Performance Measures)

The screenshot shows a web browser window displaying the NOAA Office of Education Performance Metrics page. The page includes a search bar with fields for 'Fiscal year' and 'Fiscal year period', a 'Search' button, and a 'Performances list' section showing 'Number of performance records: 0' and 'Total leveraged fund dollar amount: 5'. Below this is a 'Details for the selected performance' section with a list of data fields. A blue arrow points to a dropdown menu in the 'Fiscal year' field.

Performance Metrics - Windows Internet Explorer  
https://oedwebapps.iso.noaa.gov/studenttracker/Performance.aspx?UserID=58&ProgID=140

NOAA OFFICE OF EDUCATION  
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

Performances search criteria:  
Fiscal year: [dropdown] Fiscal year period: [dropdown] Search

Number of performance records: 0  
Total leveraged fund dollar amount: 5

Details for the selected performance:  
Required fields are marked with \*

Fiscal year: \* [dropdown] ←  
Fiscal year period: \* [dropdown]  
Number of collaborative research projects: \* [input]  
Number of peer reviewed publications: \* [input]  
Number of students peer reviewed publications: \* [input]  
Number of students completing experiential opportunities at NOAA facilities: \* [input]  
The number of students and faculty who participate in and complete postdoctoral level research programs: \* [input]  
Number of Cooperative Science Center students trained and who graduate in NOAA-mission: \* [input]  
Number of CSC underrepresented communities who are trained and graduate in NOAA-mission science, service, and stewardship fields: \* [input]  
Number of CSC-supported graduates who entered the workforce: \* [input]  
Number of CSC-supported graduates who entered the workforce - NOAA/NOAA Contractor: \* [input]  
Number of CSC-supported graduates who entered the workforce - Private Sector: \* [input]  
Number of CSC-supported graduates who entered the workforce - Federal sector, state/local government, tribal, natural resources management: \* [input]  
Number of CSC-supported graduates who entered the workforce - Entrepreneur: \* [input]  
Number of CSC-supported graduates who entered the workforce - Academic Sector: \* [input]  
Leveraged funding amount: \* \$ [input] (e.g. 250 OR 250.55)

Add a new performance...

The data fields with an \* are mandatory fields.

Add new performance metrics by completing the data fields.

**Select** (drop down menu list): (1) Fiscal year and (2) Fiscal year period.

**Enter** (type in the number):

- (1) Number of collaborative research projects;
- (2) Number of peer-reviewed research publications;
- (3) Number of student peer reviewed publications;

(4) Number of students completing experiential opportunities at NOAA facilities;

(5) Number of students and faculty who participate and complete postdoctoral level research programs;

#### **New Performance Measures**

**(6) Number of Cooperative Science Center students trained and who graduate in NOAA-mission science;**

**(7) Number of Cooperative Science Center underrepresented communities who are trained and graduate in NOAA-mission science, service, and stewardship fields;**

**(8) Number of Cooperative Science Center – supported graduates who entered the workforce;**

**(9) Number of Cooperative Science Center – supported graduates who entered the workforce – NOAA/NOAA Contractor**

**(10) Number of Cooperative Science Center – supported graduates who entered the workforce – Private Sector**

**(11) Number of Cooperative Science Center – supported graduates who entered the workforce – Federal Sector, state/local government, tribal, natural resources management**

**(12) Number of Cooperative Science Center – supported graduates who entered workforce – Entrepreneur**

**(13) Number of Cooperative Science Center – supported graduates who entered workforce – Academic Sector; and,**

(14) Leveraged funding amount.

After entering the data, click **Add a new performance.**

Data are displayed in the middle of the page.

To edit the data, click the **Edit** button next to each row of performance measures.

To search by fiscal year or fiscal year period, see the top of the page.

# Outreach Activities

NOAA OFFICE OF EDUCATION  
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

Outreach activities search criteria:

Fiscal year: [dropdown] Fiscal year period: [dropdown]  
 Education grade: [dropdown]  
 Outreach category: [dropdown]  
 Outreach activity: [dropdown]

Number of outreach activities: 3

| Program  | Outreach Category          | Outreach Activity                                     | Number of students | Number of teachers | Number of faculty members | Grade                               | Fiscal year | Fiscal half          |
|--|----------------------------|---|--------------------|--------------------|---------------------------|-------------------------------------|-------------|----------------------|
| Interdisciplinary Scientific Environmental Technology Cooperative Science Center | Recruitment to CSC Program | CSC High School Recruitment Activity                  | 100                | 100                | 7                         | Ninth Grade( High school freshmen ) | FY13        | September - February |
| Interdisciplinary Scientific Environmental Technology Cooperative Science Center | Recruitment to CSC Program | CSC High School Recruitment Activity                  | 100                | 100                | 15                        | Ninth Grade( High school freshmen ) | FY12        | March - August       |
| Interdisciplinary Scientific Environmental Technology Cooperative Science Center | Other                      | Co-author Alaska Water Resources Association Abstract | 1000               | 1000               | 50                        | Twelfth Grade( High school senior ) | FY12        | March - August       |

Total number of students: 1,200

Details for the selected outreach activity:

Required fields are marked with \*

Number of students: \* [input]  
 Students education year: \* [dropdown]  
 Outreach category: \* [dropdown]  
 Outreach activity: \* [dropdown]  
 Number of teachers: \* [input]  
 Number of faculty members: \* [input]  
 Fiscal year: \* [dropdown]  
 Fiscal year period: \* [dropdown]  
 Comments: [input]

Add a new outreach activity

The data fields with an \* are mandatory fields.

Add new outreach activities by completing the data fields.

**Select** (drop down menu): (1) Students education year; (2) Outreach category; (3) Outreach activity; (4) Fiscal year; and, (5) Fiscal year period.

**Enter** (type in): (1) Number of students; (2) Number of teachers; (3) Number of faculty members; and, (4) Comments.

After entering the data, click **Add a new outreach activity**.

# NOTES

## (1) Funding Entries for leveraged students

The students are either funded or non-funded students.

- a. Partial – students partially funded by a non-NOAA funding source  
Example (e.g., funding source is NSF)  
The funding amount may be “\$0.00” or an actual dollar amount

Details for the selected funding:

**Required fields are marked with \***

|                             |  |
|-----------------------------|--|
| <b>Funding type: *</b>      | Partial  |
| <b>Funding Source: *</b>    | NSF  |
| <b>GPA: *</b>               | 4.02 ( e.g. 3.99)  |
| <b>Award Type: *</b>        | Fellowship - Books, Meals, Housing, Tuition/Fees, Travel |
| <b>Fiscal Award Year: *</b> | FY13   |
| <b>Report Period: *</b>     | 09/01/2012 - 12/31/2012                                  |
| <b>Amount: \$ *</b>         | 0.00 ( e.g. 250 OR 25000.55 OR 0.00)                     |

Add a new funding

- b. Full – students funded fully by a non-NOAA funding source  
Example (e.g., funding source is NASA)

Details for the selected funding:

**Required fields are marked with \***

|                             |  |
|-----------------------------|--|
| <b>Funding type: *</b>      | Full   |
| <b>Funding Source: *</b>    | NASA   |
| <b>GPA: *</b>               | 4.02 ( e.g. 3.99)  |
| <b>Award Type: *</b>        | Fellowship - Books, Meals, Housing, Tuition/Fees, Travel |
| <b>Fiscal Award Year: *</b> | FY13   |
| <b>Report Period: *</b>     | 09/01/2012 - 12/31/2012                                  |
| <b>Amount: \$ *</b>         | 0.00 ( e.g. 250 OR 25000.55 OR 0.00)                     |

Add a new funding

## (2) Student demographic data and information when an address is not found.

### Student demographic

**First name: \***  This field has a maximum length of 50 characters.

**Last name: \***  This field has a maximum length of 50 characters.

**Middle initial:**

**Suffix:**

**State:\***

**Zip code: \***

**Street name: \***  Please leave blank if none

**Street suffix (i.e. Ave, St, Blvd etc.. ): \***  Please leave blank if none

From the "Address low number" drop down list below, select the student address number. If the student address number IS NOT IN THE LIST make sure the student address number FALLS WITHIN THE RANGE - "Address low number" and "Address high number."

**Address low number: \***  Please leave blank if none

**Address high number:**

**Student citizenship: \***  US CITIZEN  NOT US CITIZEN

**Citizenship verification by: \***  USA Birth Certificate

Valid USA Passport

Valid USA Naturalization Certificate of Citizenship

**Address:** Entries in these data fields will identify the Congressional District. Enter the student's permanent address. If the address is not in the database, leave the data fields blank. [After](#)

selecting the state, wait to allow the system to populate the available zip codes. After selecting the zip code, wait to allow the available street names to populate...etc.

**(3) Insert experiences as a presenter or participant at a conference/forum in the training module.**

Details for the selected Training activity:

**Required fields are marked with \***

**Training category:** \*

**Training activity:** \*

**Year:** \*

**Comments:**

**(4) Insert performance measures data in accordance with the guidance provided in the policy handbook:**

[http://www.epp.noaa.gov/csc/csc\\_docs/csc\\_program\\_performance\\_metrics.pdf](http://www.epp.noaa.gov/csc/csc_docs/csc_program_performance_metrics.pdf)



## (5) Guidance for post-education entries

### ACADEMIA

Sector: Academia

Organization: Examples – Elementary, Middle, or High Schools, Colleges or Universities

The George Washington University

Walt Whitman High School

North Bethesda Middle School

For students who are pursuing graduate studies, but are not working at the organization/institution, select

Occupation: **Student**

For students who are pursuing graduate studies and who are working at the organization/institution (e.g., research assistant, teaching assistant) where they are pursuing graduate studies, select

Occupation: **Professional/Student**

For students who are working in academia as professors/teachers, select

Occupation: **Professional**

For post-doctoral fellows conducting research at academic institutions, select

Occupation: **Professional**

## **FEDERAL, STATE, LOCAL, OR TRIBAL GOVERNMENT**

Sector: Federal, State, Local, or Tribal Government

Not academic institutions

## **NGO – NON GOVERNMENTAL ORGANIZATIONS**

Definition: An organization that is not part of the local or state or federal government.

Not-for-profit organizations are considered NGOs.

## **PRIVATE INDUSTRY**

Sector: Private Industry

Organization: Example - companies that are not NOAA Contractors or governmental organizations

Do not include the following:

Federal, state, local, or tribal governmental organizations

Academic Institutions

### **For Entrepreneurs**

Organization: Provide the name of the business

If the business name is unknown, type: Entrepreneurship

Title: Entrepreneur/Web Consultant