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**NATIONAL SCIENCE FOUNDATION  
4201 WILSON BOULEVARD  
ARLINGTON, VIRGINIA 22230**



Division of Undergraduate  
Education

October 27, 2014

Dear MSP Principal Investigator,

I am writing to request that your project submit data to the MSP Management Information System for the 2013-14 school year. As you are aware, it is a responsibility of the every MSP Partnership award to submit the information requested so that we have data that will assist us in communicating the richness that are the investments in your exciting work to those within and beyond NSF who are keenly interested in our collective MSP work. You will receive a notification from Westat indicating that the online system is open for the 2013-14 collection.

We greatly appreciate the time and effort that you and your staff dedicate to providing timely and accurate data. These data help NSF to monitor the progress of the MSP program and evaluate our success in improving mathematics, computer science, engineering, and science education. Thank you in advance for your continued contribution to this effort.

Sincerely,

Kathleen Bergin  
Lead Program Director

Dear PIs and/or Primary Contacts,

**The purpose of this message is to announce that the 2014-2015 Initial Survey for K-12 Institute Participants is will open on tomorrow, July 1, 2015 for your newest teacher leaders to complete.**

Only those individuals whose participation was directly funded by the NSF Math and Science Partnership Program grant are required to complete this survey.

**How can participants access the 2014-2015 Initial Survey for K-12 Institute Participants?**

The Annual Survey for K-12 Institute Participants can be accessed at <https://mspmismis-institute.org/>.

PIs must first access the K-12 Survey respondents' credentials via the website above and by clicking the "Admin" link at the top of the page. This link will take you to the Administrative page where the survey credentials are provided. You can use this page to view login information for all K-12 participants. Credentials must be activated before assigned to your teacher leaders. Once you have reviewed all relevant information, scroll down to the bottom of the page and press the "Submit" button.

After completing these steps, please inform your participants of the survey's opening and provide them with the individual username and password. Please save the names of your participants with their corresponding credentials in your Institute records.

**When will the 2014-2015 Initial Survey for K-12 Institute Participants close?**

The 2014-2015 Annual Survey for K-12 Institute Participants will close at the end of the business day on **Monday, August 3, 2015**.

In past years, some Institutes allotted time within their Institute schedule to have participants complete the survey in a computer lab and under the supervision of Institute staff. If you choose this option, please remind participants that survey responses are personal and should not be discussed as a group.

Thank you for your patience and cooperation during these data collection periods. If you have any questions or concerns, please contact us at [MSPMIS@westat.com](mailto:MSPMIS@westat.com).

Sincerely,

Dear PIs and/or Primary Contacts:

**The purpose of this message is to announce that the 2014-2015 Annual Survey for K-12 Institute Participants is open for teacher leaders to complete.**

Each summer from 2005-2014, baseline data were collected from each new Institute participant through the Initial Survey for K-12 Institute Participants. Now it is time to follow up with these same participants by administering the 2014-2015 Annual Survey for K-12 Institute Participants.

***The Initial Survey for K-12 Institute Participants will open later this summer. Please provide us the number of new Institute participants by May 22, 2015, so we may provide your project with an accurate number of credentials for their surveys.***

**Who should complete the 2014-2015 Annual Survey for K-12 Institute Participants?**

The following teachers should complete the survey

- Individuals who have participated in the Institute program
- Individuals who are able to provide feedback about their participation
- Individuals who have completed an Initial Survey for K-12 Institute Participants

In addition, only those individuals whose participation was directly funded by the NSF Math and Science Partnership Program grant are required to complete this survey.

**How can participants access the 2014-2015 Annual Survey for K-12 Institute Participants?**

The Annual Survey for K-12 Institute Participants can be accessed at <https://mspmismis-institute.org/>.

PIs must first access the K-12 Survey respondents' credentials via the website above and by clicking the "Admin" link at the top of the page. This link will take you to the Administrative page where the survey credentials are provided. You can use this page to view login information for all K-12 participants. Once you have reviewed all relevant information, scroll down to the bottom of the page and press the "Submit" button. Credentials for all participants are the same as those used for the 2013-14 collection.

After completing these steps, please inform your participants of the survey's opening. Please save the names of your participants with their corresponding credentials in your Institute records.

**When will the 2014-2015 Annual Survey for K-12 Institute Participants close?**

The 2014-2015 Annual Survey for K-12 Institute Participants will close at the end of the business day on **Monday, June 30, 2015.**

In past years, some Institutes allotted time within their Institute schedule to have participants complete the survey in a computer lab and under the supervision of Institute staff. If you choose this option, please remind participants that survey responses are personal and should not be discussed as a group.

Thank you for your patience and cooperation during these data collection periods. If you have any questions or concerns, please contact us at [MSPMIS@westat.com](mailto:MSPMIS@westat.com).

Sincerely,

Dear Drs. Cohen and Ginsburg,

The purpose of this message is to remind you that the 2014-2015 Annual Survey for K-12 Institute Participants will close on next week, **June 30, 2015**, at close of business day.

**Today, our system indicates that 31 (38%) of your 81 teacher leaders have not begun the 2014-2015 Annual Survey for K-12 Institute Participants.** It is imperative that your teacher leaders complete these surveys as soon as possible.

If you have any questions or need any assistance in the completion of these two surveys, please contact via email, [MSPMIS@westat.com](mailto:MSPMIS@westat.com), or phone, (301) 517-8075.

Thank you,