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STEP Monitoring System Screenshots: 4-Year Institution Survey





OMB No. 3145-0226 February 29, 2016

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 mailto:real (800) 897-0451.

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.

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.

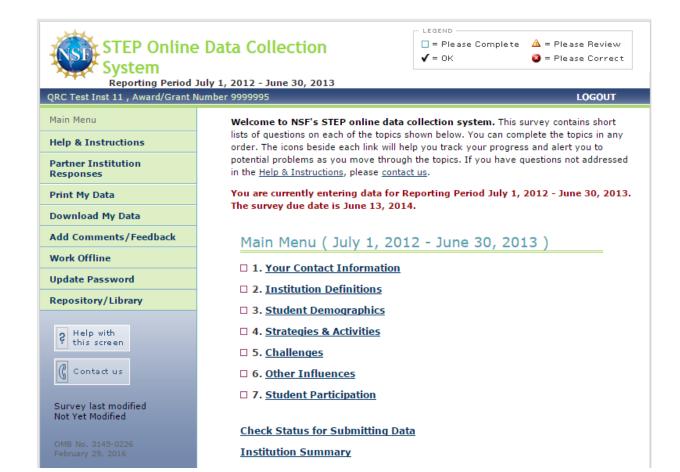
Survey Privacy

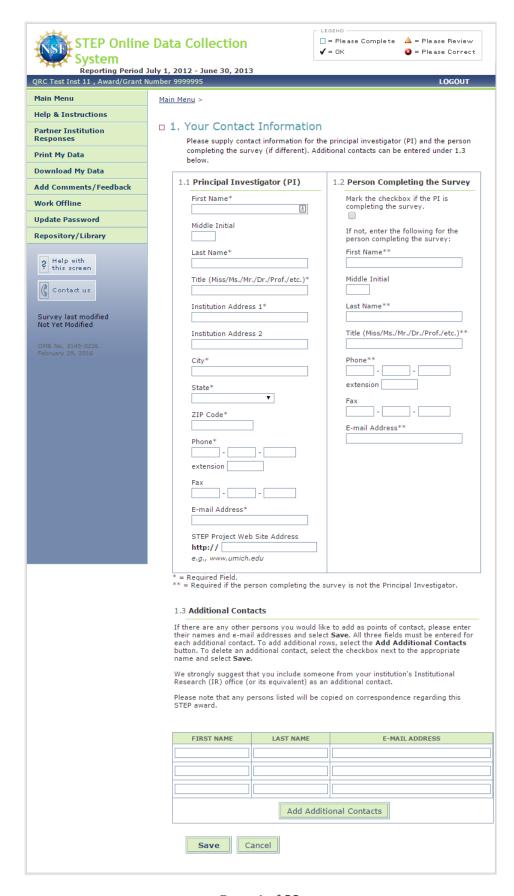
The Federal Government has a continuing commitment to monitor its awards to identify and address any inequities based on gender, race, ethnicity, or disability of the principal investigators (PIs), co-PIs, trainees, or other participants.

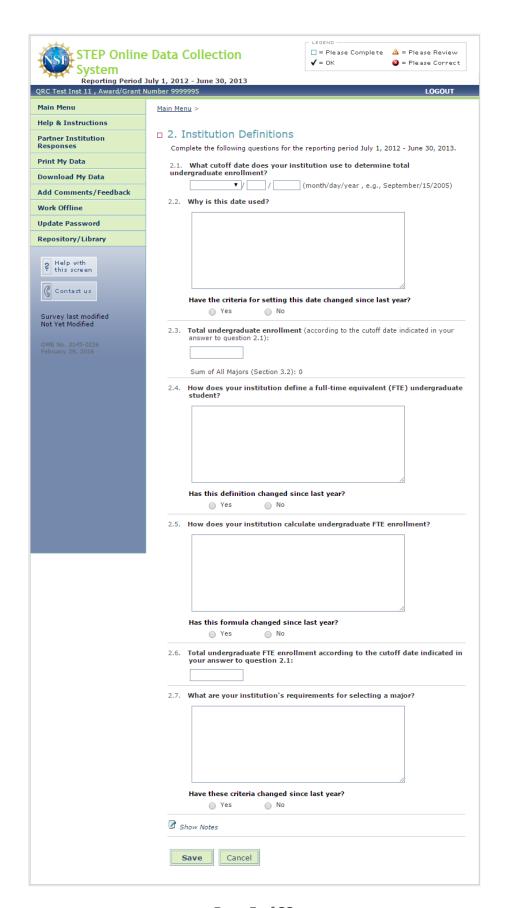
Information from this data collection system will be retained by the NSF, a Federal agency, and will be an integral part of its Privacy Act System of Records in accordance with the Privacy Act of 1974 and maintained in the Education and Training System of Records 63 Fed. Reg. 264, 272 (January 5, 1998). All individually identifiable information supplied by individuals or institutions to a Federal agency may be used only for the purposes outlined in the system of records notice and may not be disclosed or used in identifiable form for any other purpose, unless otherwise compelled by law. These are confidential files accessible only to appropriate NSF officials, their staffs, and their contractors responsible for monitoring, assessing, and evaluating NSF programs. Only data in highly aggregated form or data explicitly requested "for general use" will be made available to anyone outside of 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 Burder

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 3145-0226. The public reporting burden for this collection of information is estimated to average 25 hours per institution, 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 3145-0226 (STEP Program), National Science Foundation, 4201 Wilson Blvd., Rm. 295, Arlington, VA 22230.







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3. Student Demographics

Please provide data about student demographics (race, ethnicity, and gender) for each of the STEM disciplines offered at QRC Test Inst 11 (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 11

Computer Science Physics/Astronomy

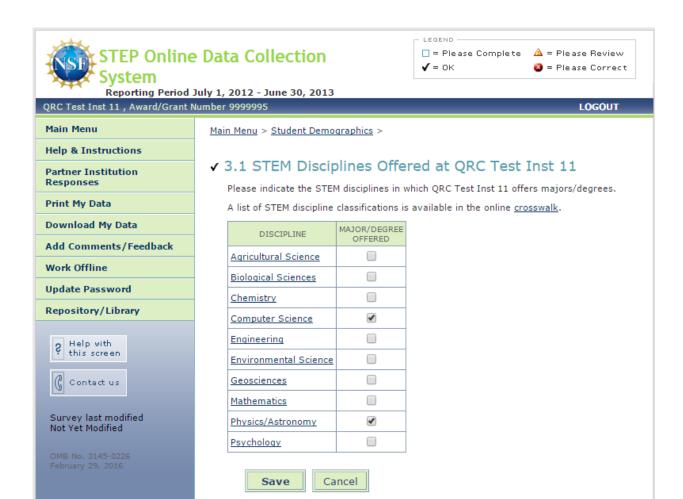
Then, please provide demographic data for the following categories:

- □ 3.2. <u>Majors</u>
- □ 3.3. <u>Degrees Granted</u>

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



🔲 = Please Complete 🛮 🛆 = Please Review **√** = 0K 🙆 = Please Correct

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3.2. Majors

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

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

☐ 3.2.1. Computer Science

☐ 3.2.2. Physics/Astronomy

Total Undergraduate Enrollment (Question 2.3): 0

Sum of All Majors (Section 3.2): 0







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<u>Main Menu</u> > <u>Student Demographics</u> >

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, 2012 - June 30, 2013. 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. Computer Science

☐ 3.3.2. Physics/Astronomy







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□ 4. Strategies & Activities

List and briefly describe the strategies and/or activities supported under your STEP grant between July 1, 2012 - June 30, 2013 to increase the number of STEM graduates (You must enter at least one strategy/activity and may enter multiple strategies/activities).

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

You can view and carry over strategies/activities entered during the 2012 data collection cycle by selecting Carry Forward Strategies/Activities From Last Year below.

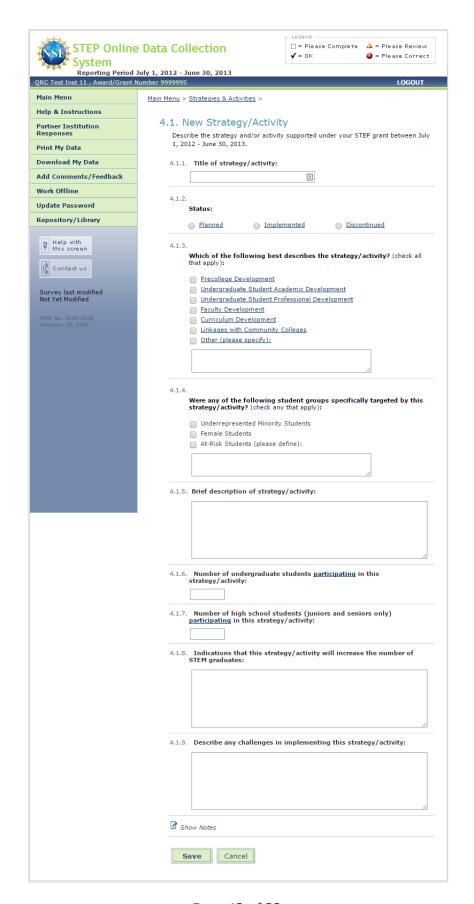
Strategies/Activities

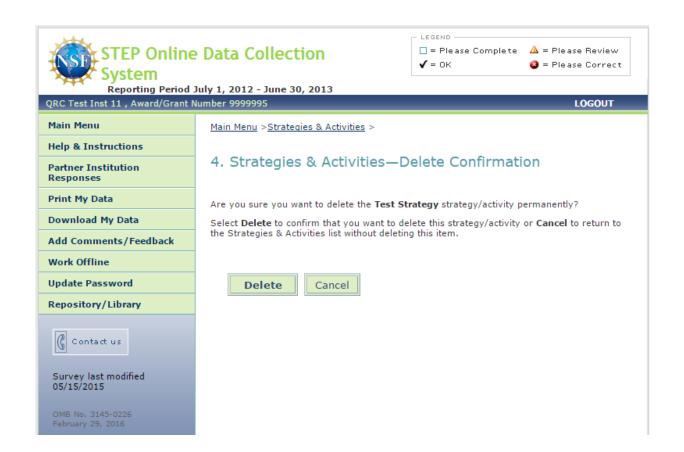
Add a Strategy/Activity »

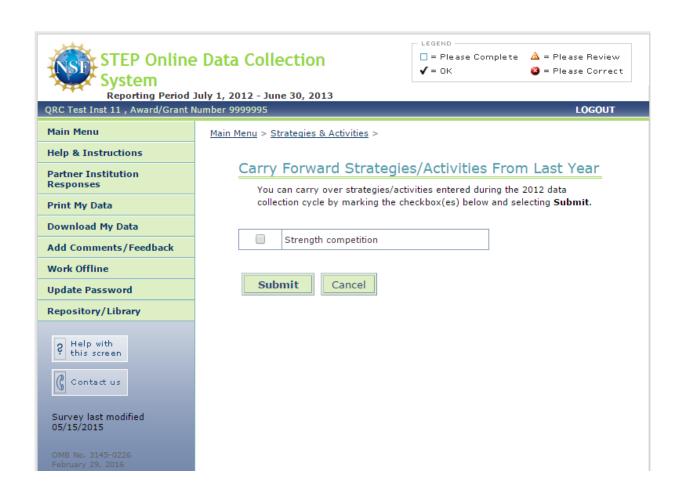
Carry Forward Strategies/Activities From Last Year »

Notes

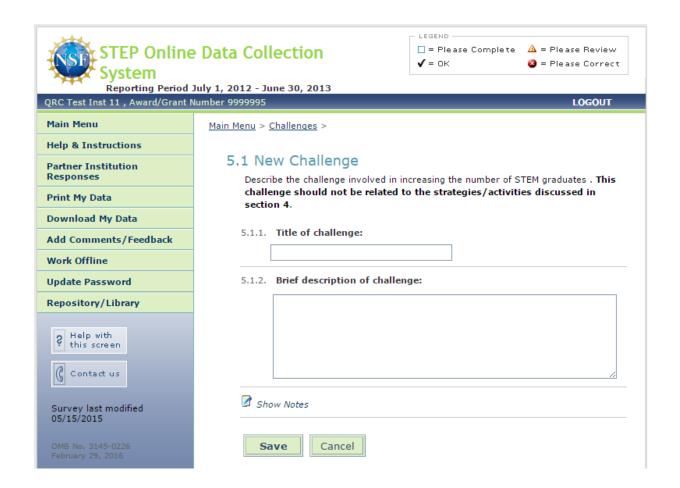


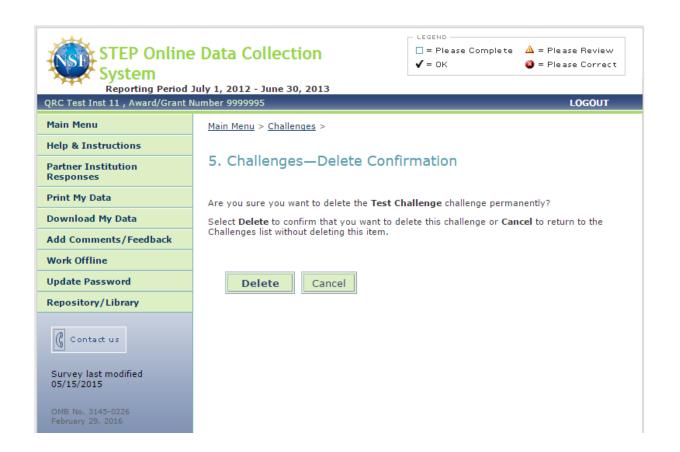


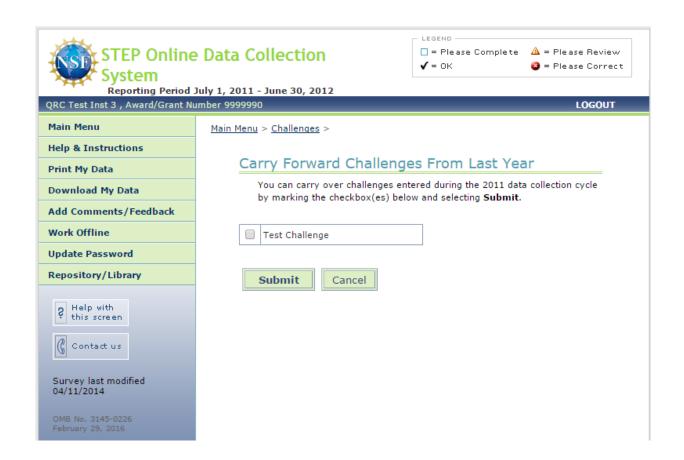


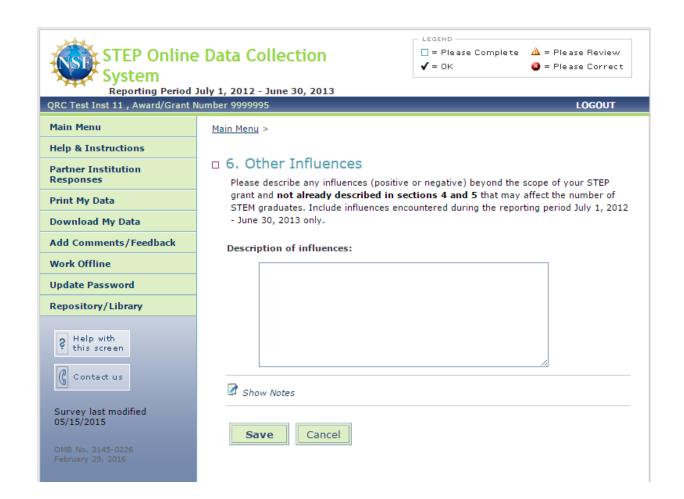


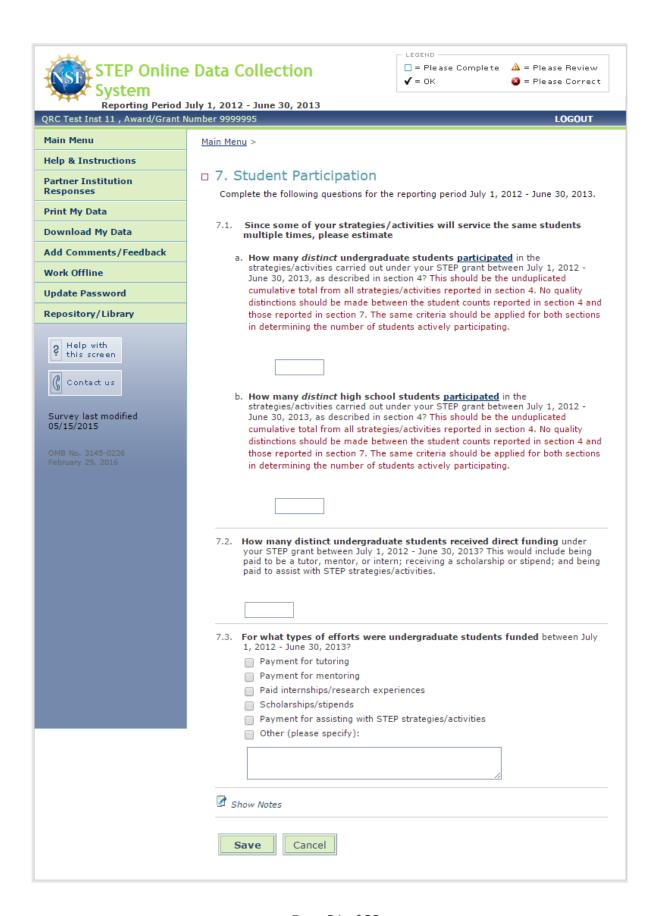


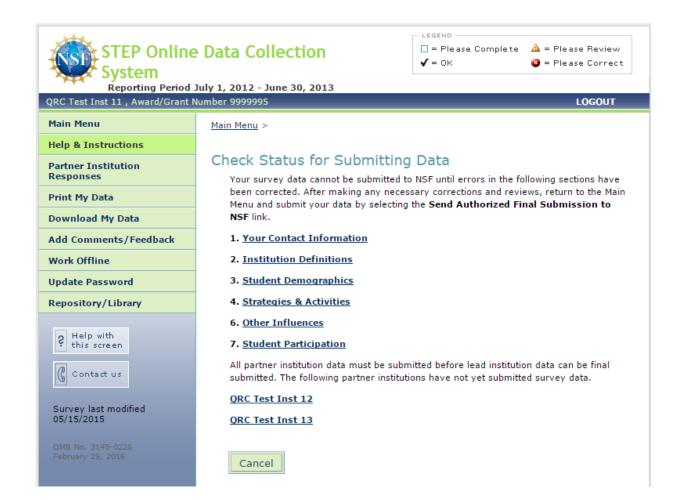




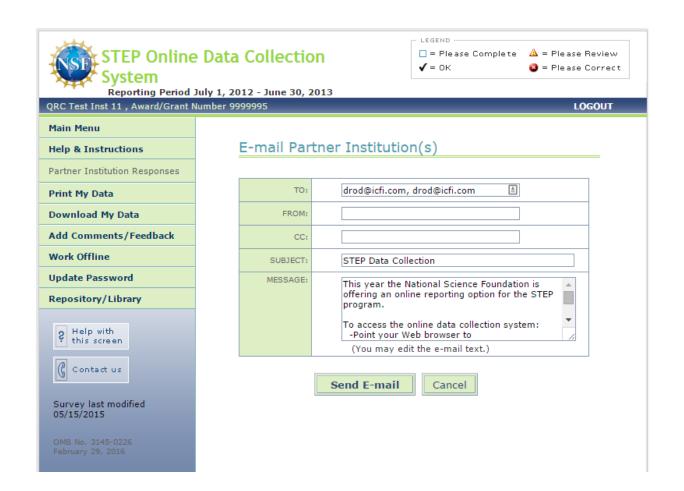


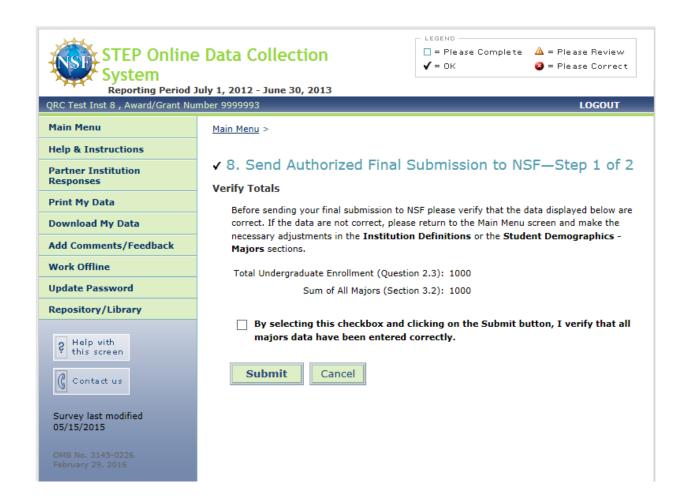


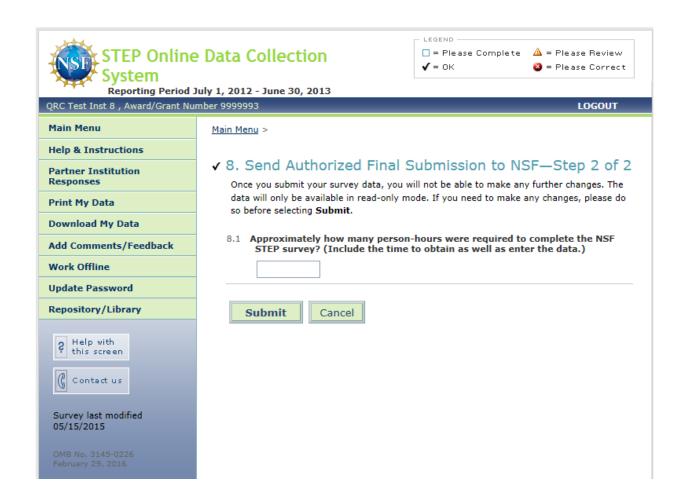
















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Download My Data

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.

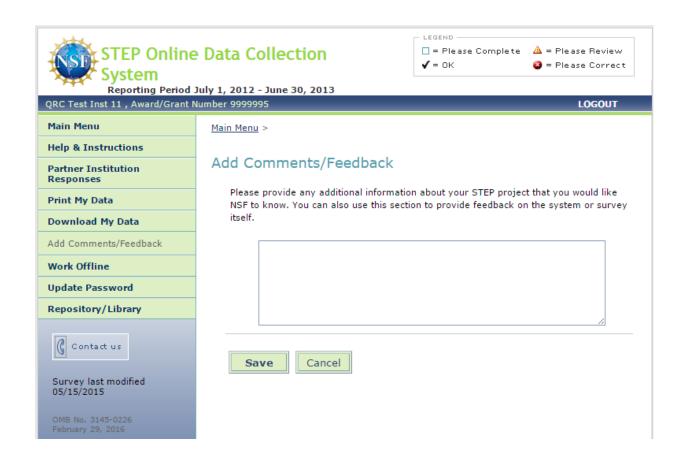
Once your authorized final submission has been completed, the Work Offline feature will no longer be available.

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

2013 (July 1, 2012 - June 30, 2013) ▼

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 helow.
- Please be aware that the upload process will overwrite any previously entered online data.
- · Review your data submission for errors online.
- WARNING: Once you start the upload process, it may take several seconds to complete. Please do not interrupt this process.
- If you do not have Microsoft Excel currently installed on your computer but would like to view your survey data in a spreadsheet, please <u>download a free Excel</u> <u>Viewer</u>.

Download a copy of the Web survey spreadsheet

Select Browse to locate the completed MS Excel spreadsheet on your computer, then Upload.

Choose File No file chosen

