Attachment 1

2015 GSS Web Survey Selected Screenshots

2015 Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS Web)

NSF   NIH

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Survey Information
RTI University

Welcome to the 2015 Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS).

Survey Overview

The GSS asks for counts of the following information by organizational unit (unit):

- **Graduate Students**
  - Part-time graduate students by demographics, including citizenship, ethnicity, race, and sex
  - Full-time graduate students by demographics, including citizenship, ethnicity, race, and sex
  - Full-time graduate students by financial support, including funding agency (e.g., NSF, NIH) and mechanism (e.g., training grant, fellowship)
- **Postdoctoral Researchers (postdocs)**
  - Demographics, including citizenship, ethnicity, race, and sex
  - Financial support, including agency (e.g. NSF, NIH) and mechanism (e.g. training grant, fellowship)
  - Type of degree (professional, PhD, or PhD-equivalent) and origin of degree (U.S. or foreign)
- **Other Doctorate-Holding Nonfaculty Researchers**
  - By sex and type of degree (professional, PhD, or PhD-equivalent)

Submissions

The 2015 GSS consists of two parts, with two separate deadlines. You may find it helpful to print a worksheet containing the table shells for Part 2 and a survey glossary.

Each respondent completing sections of the survey will be asked to estimate the time spent completing the survey.

Part 1: Update and Confirm Your Unit Listing

- Be sure to use a current version of the GSS Code List and CIP/GSS code crosswalk (revised in 2011)
- Identify all units in GSS-eligible fields at your school that have graduate students, postdocs, or other doctorate-holding nonfaculty researchers
- Identify and notify respondents who can report data for each unit in your list
- **Submit Part 1 by November 30, 2015**

Part 2: Obtain Counts and Submit Your Data

- For the units identified in Part 1, obtain counts of graduate students, postdocs, and other doctorate-holding nonfaculty researchers by the characteristics listed above
- Provide counts in the survey by manually entering the data or using the Upload Data tool. It is possible for you to upload data for some units or some GSS questions and manually enter the remaining information.
- **Submit Part 2 by February 29, 2016.**

Click "Next" below to access the GSS Survey

Next >>

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[Return to Monitor]   [Refresh School]

Update Your Unit List   **RTI University**

Please review your school's list of organizational units, which may include teaching units (departments/programs) and research units (research centers/healthcare facilities). The units currently listed for Milwaukee School of Engineering are displayed below.

Important:

- Report clinical psychology separately from all other psychology departments or programs
- Report each engineering field (e.g., electrical engineering, mechanical engineering) separately

Retain or add <u>only</u> units in GSS-eligible fields (science, engineering or health fields) that meet one of the following criteria:

- Award degrees (including online degrees) such as MA, MS, PhD, or PhD-equivalent such as ScD or DEng ('PhD or PhD equivalent' excludes EdD, PsyD, or professional degrees, e.g., MD, DVM, DO, DDS), **OR**
- Appoint postdoctoral researchers (postdocs), **OR**
- Employ other doctorate-holding nonfaculty researchers

Do not include units that award professional degrees such as MD, DDS, JD unless they also award a GSS-eligible PhD or PhD-equivalent degree, appoint postdocs, or employ other doctorate-holding nonfaculty researchers. For these units, the graduate student counts should NOT include students enrolled in the professional degree programs.

Edit Units: Click the "Edit Unit" link to make changes to the unit name, highest degree granted, or GSS code, and save changes. If the unit has no graduate students, check the "No graduate students" box. If the unit has no postdocs and other doctorate-holding nonfaculty researchers, check the "No postdocs and nonfaculty researchers" box.

Delete Units: Click the "Delete Unit" link to remove the units that are not GSS-eligible

Add Units: Click the "Add Units" button to add any new or missing GSS-eligible units, and assign each new unit a GSS code

[Add Units]

Confirm Units: Check the box at the bottom of the unit listing to confirm that you have completed updating the units for your school.

Printer-Friendly Unit List for 2015   **Part 1 Due Date: November 30, 2015**

Current Unit Listing for Milwaukee School of Engineering

Unit	Status	Actions
• **Unit Name:** Civil Engineering • **Discipline:** Civil Engineering (105) • **Highest Degree:** Master's degree	☐ No graduate students ☐ No postdocs and nonfaculty researchers	✎ Edit Unit 🗑 Delete Unit
• **Unit Name:** Engineering • **Discipline:** Engineering, not elsewhere classified (114) • **Highest Degree:** Master's degree	☐ No graduate students ☐ No postdocs and nonfaculty researchers	✎ Edit Unit 🗑 Delete Unit
• **Unit Name:** Environmental Engineering • **Discipline:** Civil Engineering (105) • **Highest Degree:** Master's degree	☐ No graduate students ☐ No postdocs and nonfaculty researchers	✎ Edit Unit 🗑 Delete Unit
• **Unit Name:** Medical Informatics • **Discipline:** Biometry and Epidemiology (604) • **Highest Degree:** Master's degree	☐ No graduate students ☐ No postdocs and nonfaculty researchers	✎ Edit Unit 🗑 Delete Unit
• **Unit Name:** Structural Engineering • **Discipline:** Civil Engineering (105) • **Highest Degree:** Master's degree	☐ No graduate students ☐ No postdocs and nonfaculty researchers	✎ Edit Unit 🗑 Delete Unit

☐ **Confirm.** Check this box to confirm that you have reviewed your unit list for 2015 and made updates as needed.

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Unit Status Menu   RTI University

Use the following status icon to monitor the data collection progress for all the units in your school:

| ⓘ = No Data Entered | ✅ = Ready to Submit | ⚠️ = Contains Warnings | ❗ = Contains Errors |

To view or edit the data, click on the status icons in the table below to go to that page.

If a Unit Respondent has not submitted their unit and you wish to edit or report their unit's data, check the *Lock Unit* box for that unit. This will prevent the Unit Respondent from making changes and will enable you to enter data for that unit.

Due: February 29, 2016

Printer-Friendly Table

Click on the icon to review or edit survey data for that unit

			Graduate Students			Postdocs			
		Unit Profile	Part-Time Student Demo-graphics	Full-Time Student Demo-graphics	Full-Time Student: Financial Support	Postdocs: Demo-graphics	Postdocs: Financial Support	Postdocs: Type of Degree	Nonfaculty Re-searchers
Overall Status	Unit (email)	(1)	(2)	(3)	(4)	(5A)	(5B)	(5C)	(6)
Not Logged In	Civil Engineering	✅	ⓘ	ⓘ	ⓘ	ⓘ	ⓘ	ⓘ	ⓘ
Not Logged In	Engineering	✅	ⓘ	ⓘ	ⓘ	ⓘ	ⓘ	ⓘ	ⓘ
Not Logged In	Environmental Engineering	✅	ⓘ	ⓘ	ⓘ	ⓘ	ⓘ	ⓘ	ⓘ
Not Logged In	Medical Informatics	✅	ⓘ	ⓘ	ⓘ	ⓘ	ⓘ	ⓘ	ⓘ
Not Logged In	Structural Engineering	✅	ⓘ	ⓘ	ⓘ	ⓘ	ⓘ	ⓘ	ⓘ

When all of the icons in the table are ✅ green or ⚠️ yellow, then the school is ready to submit.

Submit to NSF

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Unit Profile   RTI University

Civil Engineering (35078)

View Last Year's Data   **Glossary**   **Printer-Friendly Table**

| 1 |

A. What is the name of this organizational unit?

Civil Engineering

B. Who is the primary contact for your organizational unit, or the person assigned to complete this survey response (i.e. Unit Respondent)?

- **Name:** Neils Abel
- **Title:** Dean
- **Phone:** 9192453353
- **E-mail:** test@rti.org

✎ Edit respondent info

👤 Change respondent

👤 Assign self as respondent

C. Who is the alternative contact if the primary contact is not available? Examples include your supervisor, the data preparer, or another coworker

No alternate contact is defined.

👤 Change alternate contact

D. As of fall 2015, what is the highest graduate degree offered by this organizational unit?

- ◉ PhD or PhD-equivalent, such as ScD or DEng (exclude EdD, MD, or other professional degrees)
- ○ Master's degree (exclude certificates)
- ○ No PhD or master's degree offered

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Part-time Students: Ethnicity, Race   **RTI University**

Civil Engineering (35078)

2 | How many graduate students were enrolled *part-time* for credit in this organizational unit in fall 2015 in each category below? Use your institution's definition of part-time. (Full-time enrollment is collected in Question 3)

☐ Check this box if this unit had no eligible part-time graduate students

Note
- Count only students enrolled *part-time* for credit in a graduate-degree program in science, engineering, or health
- Count students enrolled in more than one organizational unit in only one home unit

Include
- Part-time graduate students doing thesis or dissertation research
- Part-time students pursuing a master's, PhD, or PhD-equivalent degree such as an ScD or DEng
- Part-time master's or PhD candidates (including residents and interns) concurrently enrolled in a professional degree program (e.g., MD, DDS, DO, DPT, DVM) *or* a joint medical/PhD program
- Part-time students who already hold a graduate or professional degree *and* are seeking an additional degree in a master's or PhD program

Exclude
- Graduate students enrolled at a branch or extension center of a U.S. institution in a foreign country

Citizenship, Ethnicity, and Race
- Count any student who is Hispanic/Latino, or Hispanic/Latino and any other race, in Row B
- See the Glossary for full definitions of citizenship, ethnicity and race categories or place your mouse over the category heading

View Last Year's Data   **Glossary**   **Printer-Friendly Table**

Citizenship, Ethnicity, and Race of Part-time Students (report part-time students in whole numbers)		Part-time Graduate Students		
		Male 1	**Female** 2	**Total** 3
Foreign nationals holding temporary visas, regardless of ethnicity or race	A	0	0	0
U.S. citizens and permanent residents (non-U.S. citizens holding green cards)				
• Hispanic/Latino ethnicity (one or more races)	B	0	0	0
• Not Hispanic/Latino (one or more races)				
One race, American Indian/Alaska Native	C	0	0	0
One race, Asian	D	0	0	0
One race, Black/African American	E	0	0	0
One race, Native Hawaiian/ Other Pacific Islander	F	0	0	0
One race, White	G	0	0	0
More than one race (not Hispanic/Latino)	H	0	0	0
• Ethnicity/race unknown or not stated	I	0	0	0
Total part-time students (sum Rows A - I)	J	0	0	0

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Full-time Students: Ethnicity, Race   RTI University

Civil Engineering (35078)

3   How many graduate students were enrolled *full-time* for credit in this organizational unit in fall 2015 in each category below? Of these, how many full-time students were enrolled for the *first time*? Use your institution's definition of full-time.

☐ Check this box if this unit had no eligible full-time graduate students

☐ Check this box if this unit had no eligible *first-time* full-time graduate students
☐ Check this box if this unit had *first-time* full-time graduate students but you cannot provide any information about them

Note
- Count only students enrolled *full-time* for credit in graduate-degree program in science, engineering, or health
- Count students enrolled in more than one organizational unit in only one home unit

Include
- Full-time graduate students doing thesis or dissertation research
- Full-time students pursuing a master's, PhD, or PhD-equivalent degree, such as an ScD or DEng
- Full-time master's or PhD candidates (including residents and interns) concurrently enrolled in a professional degree program (e.g., MD, DDS, DO, DPT, DVM) *or* a joint medical/PhD program
- Full-time students who already hold a graduate or professional degree *and* are seeking an additional degree in a master's or PhD program

Exclude
- Graduate students enrolled at a branch or extension center of a U.S. institution in a foreign country

First-time enrollment
- First-time students are those enrolled for the first time in *this unit* for graduate-degree credit in fall 2015. This may include graduate students previously enrolled in another graduate degree program at your institution or at another institution and students that already hold another graduate or professional degree

Citizenship, Ethnicity, and Race
- Count any student who is Hispanic/Latino, or Hispanic/Latino and any other race, in Row B
- See the Glossary for full definitions of citizenship, ethnicity and race categories or place your mouse over the category heading

Consistency checks:
     Row J, Column 1 = Question 4, Row M, Column 7 (total full-time male graduate students)
     Row J, Column 2 = Question 4, Row M, Column 8 (total full-time female graduate students)
     Row J, Column 3 = Question 4, Row M, Column 6 (total full-time graduate students)

View Last Year's Data   **Glossary**   **Printer-Friendly Table**

Citizenship, Ethnicity, and Race of Full-time Students (report full-time students in whole numbers)		Full-time Graduate Students					
		Total full-time			Of Col. 3 total, how many are first-time?		
		Male 1	Female 2	Total 3	Male 4	Female 5	Total 6
Foreign nationals holding temporary visas, regardless of ethnicity or race	A	0	0	0	0	0	0
U.S. citizens and permanent residents (non-U.S. citizens holding green cards)							
• Hispanic/Latino ethnicity (one or more races)	B	0	0	0	0	0	0
• Not Hispanic/Latino (one or more races)							
One race, American Indian/Alaska Native	C	0	0	0	0	0	0
One race, Asian	D	0	0	0	0	0	0
One race, Black/African American	E	0	0	0	0	0	0
One race, Native Hawaiian/ Other Pacific Islander	F	0	0	0	0	0	0
One race, White	G	0	0	0	0	0	0
More than one race (not Hispanic/Latino)	H	0	0	0	0	0	0
• Ethnicity/race unknown or not stated	I	0	0	0	0	0	0
Total full-time students (sum Rows A - I)	J	0	0	0	0	0	0

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Full-time Students: Financial Support   RTI University

Civil Engineering (35078)

4 How many graduate students enrolled *full-time* for credit in this organizational unit in fall 2015 received their largest source of financial support from each category below? Report students by mechanism of support and by sex. Use your institution's definition of full-time.

☐ Check this box if this unit had no eligible full-time graduate students

Note
- Count only students enrolled *full-time* for credit in a graduate-degree program in science, engineering, or health
- Count students enrolled in more than one organizational unit in only one home unit
- If a student receives support from two or more sources equally, select one to report as the primary source
- See the Glossary for definitions of terms used in Question 4 or place your mouse over the category heading

Include
- Full-time graduate students doing thesis or dissertation research
- Full-time students pursuing a master's, PhD, or PhD-equivalent degree, such as an ScD or DEng
- Full-time master's or PhD candidates (including residents and interns) concurrently enrolled in a professional degree program (e.g., MD, DDS, DO, DPT, DVM) *or* a joint medical/PhD program
- Full-time students who already hold a graduate or professional degree *and* are seeking an additional degree in a master's or PhD program

Exclude
- Graduate students enrolled at a branch or extension center of a U.S. institution in a foreign country

Consistency checks:

Row M, Column 6 = Question 3, Row J, Column 3 (total full-time graduate students)
Row M, Column 7 = Question 3, Row J, Column 1 (total full-time male graduate students)
Row M, Column 8 = Question 3, Row J, Column 2 (total full-time female graduate students)

View Last Year's Data | **Glossary** | **Printer-Friendly Table**

Largest Source of Financial Support (use all graduate academic support: tuition reimbursement, waivers, stipends, etc., to determine largest source)	Full-time Graduate Students						Total by Sex (must sum to total in Column 6)	
	Largest Mechanism of Financial Support (report full-time students in whole numbers)							
	Fellow-ships 1	Trainee-ships 2	Research assistant-ships 3	Teaching assistant-ships 4	Other support 5	Total 6	Male 7	Female 8
Federal (e.g., training grants from federal agencies; however federal loans are reported in Row L)								
• Department of Defense ...... A	0	0	0		0	0	0	0
• HHS-NIH only .... B	0	0	0		0	0	0	0
• HHS-Other than NIH C	0	0	0	0	0	0	0	0
• NSF .... D	0	0	0	0	0	0	0	0
• Department of Agriculture .... E	0	0	0	0	0	0	0	0
• NASA .... F	0	0	0	0	0	0	0	0
• Department of Energy ...... G	0	0	0	0	0	0	0	0
• Other federal sources[1] ...... H	0	0	0	0	0	0	0	0
Nonfederal (*Institutional* means the support from **your** institution: tuition reimbursement, waivers, stipends, etc.)								
• Institutional, state/local government I	0	0	0	0	0	0	0	0
• Other U.S. sources .... J	0	0	0	0	0	0	0	0
• Non-U.S. sources .... K	0	0	0	0	0	0	0	0
Self (*Student's own resources* means personal and family financial resources and federal and other loans)								
• Student's own resources L					0	0	0	0
Total full-time students (sum Rows A - L) .... M	0	0	0	0	0	0	0	0

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Postdocs: Ethnicity, Race and Citizenship   RTI University

Civil Engineering (35078)

5A | **In fall 2015, how many postdocs did this organizational unit have in each category below? Please do not count other doctorate-holding nonfaculty researchers.** (Information on other doctorate-holding nonfaculty researchers is collected in Question 6)

☐ Check this box if this unit had no postdocs

☐ Check this box if this unit had postdocs but you cannot provide any information about them

- Count individuals in one and only one unit
- Include clinical fellows if the primary purpose of the appointment is research training
- Exclude postdocs with appointments in residency training programs
- Count postdocs who are Hispanic/Latino, or Hispanic/Latino and any other race, in Row B only
- Please use your institution's definition of postdoc. See the Glossary for full definitions of citizenship, ethnicity and race categories or place your mouse over the category heading

View Last Year's Data   **Glossary**   **Printer-Friendly Table**

Citizenship, ethnicity, and race of postdocs (report postdocs in whole numbers)		Male 1	Female 2	Total 3
Foreign nationals holding temporary visas, regardless of ethnicity or race	A	0	0	0
U.S. citizens and permanent residents (non-U.S. citizens holding green cards)				
• Hispanic/Latino ethnicity (one or more races)	B	0	0	0
• Not Hispanic/Latino (one or more races)				
One race, American Indian/Alaska Native	C	0	0	0
One race, Asian	D	0	0	0
One race, Black/African American	E	0	0	0
One race, Native Hawaiian/ Other Pacific Islander	F	0	0	0
One race, White	G	0	0	0
More than one race (not Hispanic/Latino)	H	0	0	0
• Ethnicity/race unknown or not stated	I	0	0	0
Total Postdocs (sum Rows A - I)	J	0	0	0

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Postdocs: Financial Support   RTI University

Civil Engineering (35078)

5B In this organizational unit in fall 2015, how many postdocs received their largest source of financial support from each category in the table below? Please do not count other doctorate-holding nonfaculty researchers.

☐ Check this box if this unit had no postdocs

☐ Check this box if this unit had postdocs but you cannot provide any information about them

- Count individuals in one and only one unit
- Include clinical fellows if the primary purpose of the appointment is research training
- Exclude postdocs with appointments in residency training programs
- See the Glossary for full definitions of sources and mechanisms of support or place your mouse over the category heading

View Last Year's Data   **Glossary**   **Printer-Friendly Table**

Largest source of financial support		Largest mechanism of financial support (report postdocs in whole numbers)				
		Fellowships 1	Traineeships 2	Research Grants 3	Other support 4	Total 5
Federal (e.g., training grants from federal sources)						
• Department of Defense	A	0	0	0	0	0
• HHS-NIH only	B	0	0	0	0	0
• HHS-Other than NIH	C	0	0	0	0	0
• NSF	D	0	0	0	0	0
• Department of Agriculture	E	0	0	0	0	0
• NASA	F	0	0	0	0	0
• Department of Energy	G	0	0	0	0	0
• Other federal sources	H	0	0	0	0	0
Sub-Total, Federal (sum Rows A - H)	I	0	0	0	0	0
Nonfederal						
• Institutional, state/local government	J	0	0	0	0	0
• Other U.S. sources	K	0	0	0	0	0
• Non-U.S. sources	L	0	0	0	0	0
Sub-Total, Non-Federal (sum Rows J - L)	M	0	0	0	0	0
Personal resources	N				0	0
Unknown or not stated	O	0	0	0	0	0
Total Postdocs (sum Rows I, M, N & O)	P	0	0	0	0	0
Total Postdocs, Men	Q	0	0	0	0	0
Total Postdocs, Women	R	0	0	0	0	0

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Postdocs: Type and Origin of Degree   **RTI University**

Civil Engineering (35078)

☐ Check this box if this unit had no postdocs

☐ Check this box if this unit had postdocs but you cannot provide any information about them

View Last Year's Data   **Glossary**   **Printer-Friendly Table**

5C1   Please report the number of postdocs in this organizational unit in fall 2015 by type of doctoral degree and by mechanism of support.

Type of Doctoral Degree		Largest Mechanism of Financial Support (report postdocs in whole numbers)				
		Fellowships 1	Traineeships 2	Research Grants 3	Other support 4	Total 5
Postdocs with a professional degree (e.g., MD, DVM, DO, DDS)	A	0	0	0	0	0
Postdocs with a doctoral degree (e.g., PhD, ScD, DEng)	B	0	0	0	0	0
Postdocs with both professional degree and doctoral degree (e.g., MD-PhD, DVM-PhD)	C	0	0	0	0	0
Postdocs with doctoral degree type unknown	D	0	0	0	0	0
Total Postdocs (Determined from question 5B)	E	0	0	0	0	0

5C2   Please report the number of postdocs in this organizational unit in fall 2015 by type of doctoral degree and by citizenship.

Type of Doctoral Degree		Postdocs		
		U.S citizens and permanent residents 1	Foreign Nationals with temporary visas 2	Total 3
Postdocs with a professional degree (e.g., MD, DVM, DO, DDS)	A	0	0	0
Postdocs with a doctoral degree (e.g., PhD, ScD, DEng)	B	0	0	0
Postdocs with both professional degree and doctoral degree (e.g., MD-PhD, DVM-PhD)	C	0	0	0
Postdocs with doctoral degree type unknown	D	0	0	0
Total Postdocs (Determined from question 5A) . . .	E	0	0	0

5C3   Please report the number of postdocs in this organizational unit in fall 2015 by origin of doctoral degree.

Origin of Doctoral Degree		Total	
Postdocs who received their doctoral degree in the United States (including Puerto Rico and the U.S. territories).	A	0	
Postdocs who received their doctoral degree in a foreign country	B	0	Must sum to total for postdocs = 0
Postdocs with origin of doctoral degree unknown.	C	0	
Total Postdocs (sum Rows A-C)	D	0	

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Nonfaculty Researchers   RTI University

Civil Engineering (35078)

6 Please report the number of other doctorate-holding nonfaculty researchers in this organizational unit in fall 2015 by sex and type of doctoral degree. This includes individuals who are not considered postdocs or members of the faculty and who are primarily involved in research.

☐ Check this box if this unit had no other doctorate-holding nonfaculty researchers

☐ Check this box if this unit had other doctorate-holding nonfaculty researchers but you cannot provide any information about them

View Last Year's Data   Glossary   Printer-Friendly Table

Type of Doctoral Degree		Men 1	Women 2	Total 3
Nonfaculty researchers with a professional degree (eg, MD, DVM, DO, DD	A	0	0	0
Nonfaculty researchers with a doctoral degree (eg, PhD, ScD, DEng)	B	0	0	0
Nonfaculty researchers with both professional degree and doctoral degree (eg, MD-PhD, DVM-PhD)	C	0	0	0
Nonfaculty researchers with doctoral degree type unknown	D	0	0	0
Total Nonfaculty Researchers (sum Rows A - D)	E	0	0	0

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Submit Part 2 Data   **RTI University**

Your responses to Part 1 have not yet been submitted.

You cannot submit Part 2 data until Part 1 has been submitted. To complete Part 1, go to the Submit Part1 page and submit.

Please submit Part 1 by **November 30, 2015**

Submit Part 2

Survey Menu

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Upload Data   **RTI University**

As an alternative to entering your data directly on the Web survey screens, you may upload your data using comma-separated values data files (.csv). This approach may be beneficial for schools with a large number of reporting units. You may use the upload tool even if you are unable to upload all information; it is possible for you to upload data for some units or some GSS questions and manually enter the remaining information.

You may view a list of frequently asked questions to assist you in taking this approach.

Steps for Using the File Upload

1. **Build a Unit-Level Mapping**

   Create a mapping or link between the units in the GSS and your internal systems by matching the GSS Unit ID with your internal system's unique identifier. Download a unit link template, which contains a record for each GSS unit in this school and enter your school's unique identifier for each unit in the 6th column (with the header "Internal Unit ID"). In order to do this, you may find it helpful to use the GSS - CIP Crosswalk to link your units. This file also contains your School ID (same on all lines), that you will need when building your upload file. **Your school id is: 1032-1251**

2. **Create Programs to Extract Data**

   You will need to create programs or queries to extract the GSS data from your internal systems. Using the crosswalk file created in step 1, you will extract the data for any given GSS question and output that data into an upload file, using the required format for that question. To obtain a file showing the format for all GSS questions for all of your GSS units, you may download an exchange format file.

3. **Run Programs and Place the Upload File(s) on your Workstation**

   Run the programs created in step 2 and place the resulting file(s) on the workstation you use to access the GSS on-line survey.

4. **Select the File to Upload**

   Click the "Browse" button below and navigate to the folder containing your upload file and open it.

   Browse...   No file selected.