

## Taxonomy Tool Prototype

The following example of the Taxonomy Tool is adapted from the initial Excel document that NSF reviewed and returned to RTI. Comments and suggestions from the Excel document have been integrated into this version. This example is intended to better represent the coordinator experience. The final web version of the Taxonomy Tool will address all formatting, alignment, font, and spacing issues that have resulted from the limitations of Microsoft Word.

About the Taxonomy Tool Prototype:

- It is not advised to print this document as the following pages have been set to 11x17 to show as much information as possible.
- The blue shaded boxes give comment to the page design and function and will not be shown to coordinators.
- Yellow highlights indicate a user has 'clicked' or interacted with an item.
- All impacted units listed are postdoc/NFR units
- Font sizes are purposefully inconsistent to limit each 'webpage' to one Microsoft Word document page.



## Impacted Unit List

**Institution**  
**School Name (School ID)**

The Taxonomy Tool is an interactive version of the GSS code list that will guide you through the recoding of units impacted by the 2017 GSS Taxonomy Change. The only units shown below are those effected by the Taxonomy change and reported postdocs or NFRs in 2016. Upon completion, a list of units and their new GSS codes will be available to download. This file will include all units at your school and can be used to construct an upload file or assist in manual data entry. Note that you will be unable to download this list until you have recoded all impacted units.

There are 10 units that need to be recoded.

If you have any questions, please contact the GSS Helpdesk at 866-558-0781.

Below are previously reported units that need to be recoded to a different GSS code in 2017. Please click a unit name to recode it to the new GSS Taxonomy.

Unit Name	2016 GSS Code and Field Title
Environmental Science	501 Agricultural Sciences
Wildlife & Wildlands Conservation	501 Agricultural Sciences
Biology	603 Biology
Food Science	612 Nutrition Science
Nutritional Science	612 Nutrition Science
<b>Counseling Psychology</b>	<b>802 Psychology, except Clinical</b>
Instructional Psychology & Technology	802 Psychology, except Clinical
School Psychology	802 Psychology, except Clinical
Anthropology	902 Anthropology
Marriage, Family, and Human Development	920 Family and Consumer Sciences, and Human Sciences

When a coordinator clicks on a unit it will automatically take them to the next screen

The following previously reported units are no longer eligible for the GSS in 2017.

Unit Name	2016 GSS code and Field Title
Public Administration	913 Public Administration

### Screen 1: Impacted Unit List

When coordinators click the link (or are otherwise directed to the taxonomy tool) they will come to this screen. Yellow highlights indicate selected items. This screen will continuously update until they have completed their recoding.

The purpose of this screen is to introduce coordinators to the Taxonomy Tool and guide them through the recoding process. The unit list will update based on their selections. After each unit is recoded they will be directed back to this page and their efforts will be shown accordingly.

This screen will change once they recode all impacted units (last two pages of this document). It will only show the 2017 unit list and newly ineligible units. They will be asked to submit their changes and will then be able to download the results.



## Field of Study or Research Selection

Institution  
School Name (School ID)

Unit: Counseling Psychology

Please select from the following field(s) within this unit.  
Once your selections are made click 'Submit' at the bottom of this page.

- Applied Behavior Analysis
- Applied Psychology
- Clinical, Counseling and Applied Psychology, Other
- Cognitive Psychology and Psycholinguistics
- Community Psychology
- Comparative Psychology
- Counseling Psychology
- Developmental and Child Psychology
- Educational Psychology
- Environmental Psychology
- Experimental Psychology
- Family Psychology
- Forensic Psychology
- Geropsychology
- Health/Medical Psychology
- Industrial and Organizational Psychology
- Personality Psychology
- Personality Psychology
- Physiological Psychology/ Psychobiology
- Psychology, Other
- Psychometrics and Quantitative Psychology
- Psychopharmacology
- Research and Experimental Psychology, Other
- School Psychology
- Social Psychology
- OTHER

Submit

The submit button is what does the actual recoding.  
It looks up the 2017 GSS Code for the CIP code  
selected. The output is displayed on the next page.

## Screen 2: Field of Study or Research List

The purpose of this screen is to display all fields  
of study or research within the GSS code that the  
unit was coded as in 2016.

This list is the CIP Program Titles (without the  
CIP Code shown).

The other category is included because  
coordinators may have been incorrectly coding  
CIP codes or research fields. This functionality is  
demonstrated later.



## 2017 GSS Code

Institution  
School Name (School ID)

2017 GSS code for the Counseling Psychology unit is:

**804-Counseling and Applied Psychology**

Please return to the Impacted Unit List to continue recoding units.

[Return to Impacted Unit List](#)

The 'Return to Impacted Unit List' button will take them to what is labeled 'First Screen' in this word document. It will now update their unit list depending their selections. For purposes of demonstration the next page in the word document will be the 'updated' first screen.

Once they click this button, their selections are saved and displayed on their unit listing.

## Screen 3: Recode Results

This screen displays the 2017 GSS code for the selected unit.

Examples of 2016 units splitting across multiple GSS codes due to the taxonomy change are shown later.

Newly ineligible units are shown later.



## Impacted Unit List

**Institution**  
**School Name (School ID)**

### Screen 1: Impacted Unit List

This page has updated to show the '2017 Unit List'.

The 'Field of Study' column is included in the 2017 unit list for when a unit splits across multiple GSS codes. The coordinator will need to know which major should be recoded as a specific GSS Code within the unit. (Shown Later).

The Taxonomy Tool is an interactive version of the GSS code list that will guide you through the recoding of units impacted by the 2017 GSS Taxonomy Change. The only units shown below are those effected by the Taxonomy change and reported postdocs or NFRs in 2016. Upon completion, a list of units and their new GSS codes will be available to download. This file will include all units at your school and can be used to construct an upload file or assist in manual data entry. Note that you will be unable to download this list until you have recoded all impacted units.

There are 9 units that need to be recoded.

If you have any questions, please contact the GSS Helpdesk at 866-558-0781.

Below are previously reported units that need to be recoded to a different GSS code in 2017.

Please click a unit name to recode it to the new GSS Taxonomy.

Unit Name	2016 GSS Code and Field Title	
Environmental Science	501	Agricultural Sciences
<b>Wildlife &amp; Wildlands Conservation</b>	<b>501</b>	<b>Agricultural Sciences</b>
Biology	603	Biology
Food Science	612	Nutrition Science
Nutritional Science	612	Nutrition Science
Instructional Psychology & Technology	802	Psychology, except Clinical
School Psychology	802	Psychology, except Clinical
Archeology	902	Anthropology
Marriage, Family, and Human Development	920	Family and Consumer Sciences, and Human Sciences

### 2017 Unit List

Recoded Units	2017 GSS Code and Field Title		Field of Study
Counseling Psychology	804	Counseling and Applied Psychology	Counseling Psychology

The following previously reported units are no longer eligible for the GSS in 2017.

Unit Name	2016 GSS code	
Public Administration	913	Public Administration



## Field of Study or Research Selection

Institution  
School Name (School ID)

Unit: Wildlife & Wildlands Conservation

Please select from the following field(s) within this unit.  
Once your selections are made click 'Submit' at the bottom of this page.

- Agricultural and Horticultural Plant Breeding
- Agricultural Animal Breeding
- Agriculture, Agriculture Operations and Related Sciences
- Agriculture, Agriculture Operations and Related Sciences, Other
- Agroecology and Sustainable Agriculture
- Agronomy and Crop Science
- Animal Health
- Animal Nutrition
- Animal Sciences
- Animal Sciences, Other
- Dairy Science
- Environmental Science
- Environmental Studies
- Fishing and Fisheries Sciences and Management
- Food Science
- Food Science and Technology
- Food Science and Technology, Other
- Food Technology and Processing
- Forest Management/Forest Resources Management
- Forest Resources Production and Management
- Forest Sciences and Biology
- Forestry
- Forestry, Other
- Horticultural Science
- International Agriculture
- Land Use Planning and Management/Development
- Livestock Management
- Natural Resources and Conservation, General
- Natural Resources and Conservation, Other
- Natural Resources Conservation and Research, Other
- Natural Resources Management and Policy
- Natural Resources Management and Policy, Other
- Ornamental Horticulture
- Plant Protection and Integrated Pest Management
- Plant Sciences
- Plant Sciences, Other
- Poultry Science
- Range Science and Management
- Soil Chemistry and Physics
- Soil Microbiology
- Soil Science and Agronomy
- Soil Sciences
- Soil Sciences, Other
- Urban Forestry
- Water, Wetlands, and Marine Resources Management
- Wildlife, Fish and Wildlands Science and Management
- Wood Science and Wood Products/Pulp and Paper Technology

Submit

### Screen 2: Field of Study or Research List

This is an example of a coordinator selecting multiple fields of study or research within a single unit. This screen guides them through recoding each field of study/research.



## Field of Study or Research Selection

**Institution**  
**School Name (School ID)**

Screen 2: Field of Study or Research List  
(continued)

When a coordinator selects multiple fields of research for a postdoc or NFR unit this page determines if the unit should be 'split' by GSS code or coded as '980-Multidisciplinary/Interdisciplinary Studies'

You have selected the following programs of study or research within Wildlife & Wildlands Conservation.

Field of study/Research \_\_\_\_\_  
Range Science and Management  
Wildlife, Fish and Wildlands Science and Management

Can you identify which students, postdocs, and/or NFRs are associated with the programs of study or research listed?

- Yes, I can identify which postdocs and/or NFRs are associated with each field of research listed.  
 No, I cannot identify which postdocs and/or NFRs are associated with each field of research listed.

Submit

*If 'NO' the following will appear on the same screen.*

Which field of study or research is this unit predominantly focused?

- Range, Science, and Management  
 Wildlife, Fish, and Wildlands Science Management  
 Neither

Submit



**Institution**  
**School Name (School ID)**

### 2017 GSS Code

*If 'YES' was selected on the previous screen.*

This unit will be split into units with different GSS codes.

2017 GSS code for **Range Science and Management** is 501 Agricultural Sciences

2017 GSS code for **Wildlife, Fish and Wildlands Science and Management** is 511 Forestry, Natural Resources and Conservation

[Return to Impacted Unit List](#)

*If 'NO' and then a field of study/research was selected:*

2017 GSS code for the Counseling Wildlife & Wildlands Conservation unit is:

501 Agricultural Sciences (**Range Science and Management**)

[Return to Impacted Unit List](#)

*If 'NO' followed by 'Neither' was selected:*

2017 GSS code for the Counseling Wildlife & Wildlands Conservation unit is:

**980 Multidisciplinary and Interdisciplinary Studies**

[Return to Impacted Unit List](#)

### Screen 3: Recode Results

This screen displays the 2017 GSS code for the selected unit.

This page is dynamic pending the selection of the previous line of questioning resulting in three outcomes.

1) They can identify which postdocs/NFRs are associated with each program of study. This unit will split and be reported multiple times depending on how many qualifying CIP codes they have selected.

2) They cannot identify which postdocs/NFRs are associated with each program of study, but they do know that most these individuals are researching in a particular field. The unit will be coded accordingly.

3) If they cannot identify which postdocs/NFRs the individual fields they are researching or the general field of research for the unit, the unit will be coded as Multidisciplinary/Interdisciplinary studies.





The 2017 Unit List has been updated. Notice that Wildlife & Wildlands Conservation is listed twice as a result of the previous recode. The 'field of study' column is important for this coordinator because now they know that Range Science is associated with GSS Code 501 and Wildlife, Fish, and Wildlands Science and Management is associated with GSS Code 511.

## Impacted Unit List

**Institution**  
**School Name (School ID)**

The Taxonomy Tool is an interactive version of the GSS code list that will guide you through the recoding of units impacted by the 2017 GSS Taxonomy Change. The only units shown below are those effected by the Taxonomy change and reported postdocs or NFRs in 2016. Upon completion, a list of units and their new GSS codes will be available to download. This file will include all units at your school and can be used to construct an upload file or assist in manual data entry. Note that you will be unable to download this list until you have recoded all impacted units.

There are 8 units that need to be recoded.

If you have any questions, please contact the GSS Helpdesk at 866-558-0781.

Below are previously reported units that need to be recoded to a different GSS code in 2017.

Please click a unit name to recode it to the new taxonomy.

Unit Name	2016 GSS Code and Field Title	
Environmental Science	501	Agricultural Sciences
Biology	603	Biology
<b>Food Science</b>	<b>612</b>	<b>Nutrition Science</b>
Nutritional Science	612	Nutrition Science
Instructional Psychology & Technology	802	Psychology, except Clinical
School Psychology	802	Psychology, except Clinical
Archeology	902	Anthropology
Marriage, Family, and Human Development	920	Family and Consumer Sciences, and Human Sciences

### 2017 Unit List

Recoded Units	2017 GSS Code and Field Title		Field of Study
Counseling Psychology	804	Counseling and Applied Psychology	Counseling Psychology
Wildlife & Wildlands Conservation	501	Agricultural Sciences	Range Science
Wildlife & Wildlands Conservation	511	Forestry, Natural Resources and Conservation	Wildlife, Fish and Wildlands Science and Management

The following previously reported units are no longer eligible for the GSS in 2017.

Unit Name	2016 GSS Code and Field Title	
Public Administration	913	Public Administration



This is an example of recoding an ineligible unit.

## Field of Study or Research Selection

Institution  
School Name (School ID)

Unit: Food Science

Please select from the following field(s) within this unit.  
Once your selections are made click 'Submit' at the bottom of this page.

- Nutrition Science
- Foods, Nutrition, and Wellness Studies, General
- Human Nutrition
- OTHER

Submit



This is an example of recoding an ineligible unit.

**2017 GSS Code**

**Institution  
School Name (School ID)**

Food Science is no longer eligible for the GSS due to changes in the GSS Taxonomy.  
For more information see: [Link to text about the GSS taxonomy change](#)

Please return to the Impacted Unit List to continue recoding units.

[Return to Impacted Unit List](#)



## Impacted Unit List

**Institution**  
**School Name (School ID)**

The Taxonomy Tool is an interactive version of the GSS code list that will guide you through the recoding of units impacted by the 2017 GSS Taxonomy Change. The only units shown below are those effected by the Taxonomy change and reported postdocs or NFRs in 2016. Upon completion, a list of units and their new GSS codes will be available to download. This file will include all units at your school and can be used to construct an upload file or assist in manual data entry. Note that you will be unable to download this list until you have recoded all impacted units.

There are 7 units that need to be recoded.

If you have any questions, please contact the GSS Helpdesk at 866-558-0781.

Below are previously reported units that need to be recoded to a different GSS code in 2017.  
Please click a unit name to recode it to the new taxonomy.

Unit Name	2016 GSS Code and Field Title
Environmental Science	501 Agricultural Sciences
Biology	603 Biology
Nutritional Science	612 Nutrition Science
Instructional Psychology & Technology	802 Psychology, except Clinical
School Psychology	802 Psychology, except Clinical
Archeology	902 Anthropology
Marriage, Family, and Human Development	920 Family and Consumer Sciences, and Human Sciences

## 2017 Unit List

Recoded Units	2017 GSS Code and Field Title	Field of Study
Counseling Psychology	804 Counseling and Applied Psychology	Counseling Psychology
Wildlife & Wildlands Conservation	501 Agricultural Sciences	Range Science
Wildlife & Wildlands Conservation	511 Forestry, Natural Resources and Conservation	Wildlife, Fish and Wildlands Science and Management

The following previously reported units are no longer eligible for the GSS in 2017.

Unit Name	2016 GSS Code and Field Title
Food Science	612 Nutrition Science
Public Administration	913 Public Administration



### Field of Study or Research Selection

Institution  
School Name (School ID)

Unit: Marriage, Family, and Human Development

Please select from the following field(s) within this unit.  
Once your selections are made click 'Submit' at the bottom of this page.

- Adult Development and Aging
- Business Family and Consumer Sciences/Human Sciences
- Child Development
- Consumer Economics
- Family and Consumer Sciences/Human Sciences, General
- Family Systems
- Housing and Human Environments
- Human Development and Family Studies
- Textile Science
- OTHER

*This box will only appear on the field of study/research selection screen if they click other.*

Please type a keyword describing this unit:

*Please select from the following field(s) associated with this unit:*

- Family and Consumer Sciences/Human Sciences, General
- Family Systems
- Family Psychology
- None of these

*If "None of These" is chosen, the complete list of 2017 GSS codes will be displayed in alphabetical order, and users can click to expand the program titles list.*

*If "None of These" is chosen at the end of this step the unit will be ineligible.*

Submit

### Screen 2: Field of Study or Research Listing-- OTHER

In this example the coordinator has not identified a field of study or research that they understand to be included in this unit.

The 'Other' option allows them to search for the field of study they are looking for based on keywords. This gives us the opportunity to recode units that were historically coded incorrectly.

If they are unable to locate the field of study/program based on key word ('None of These') we redirect them to the full CIP Program Title names (including ineligible CIP codes). We then code their selection accordingly. If they indicate they still cannot find the program of study and "None of these" is selected again, the unit is ineligible.



### 2017 GSS Code

**Institution**  
**School Name (School ID)**

2017 GSS code for the Marriage, Family, and Human Development unit is:

**804- Counseling and Applied Psychology**

[Return to Impacted Unit List](#)

### Screen 3- Recode Results

In the Impacted Unit List Marriage, Family, and Human Development was coded as GSS Code 920. Even though this unit was not directly impacted by the Taxonomy change we were able to increase data accuracy by allowing the coordinator to look up this field of study.



## Impacted Unit List

**Institution**  
**School Name (School ID)**

### Screen 1- Impacted Unit List

Please note this would not be the typical outcome of the previous recoding exercise. We have jumped ahead to code the last impacted unit.

The Taxonomy Tool is an interactive version of the GSS code list that will guide you through the recoding of units impacted by the 2017 GSS Taxonomy Change. The only units shown below are those effected by the Taxonomy change and reported postdocs or NFRs in 2016. Upon completion, a list of units and their new GSS codes will be available to download. This file will include all units at your school and can be used to construct an upload file or assist in manual data entry. Note that you will be unable to download this list until you have recoded all impacted units.

There is 1 unit that needs to be recoded.

If you have any questions, please contact the GSS Helpdesk at <<phone number>>.

Please click a unit name to recode it to the new taxonomy.

Unit Name	2016 GSS Code and Field Title
Archeology	902 Anthropology

### 2017 Unit List

Recoded Units	2017 GSS Code and Field Title	Field of Study
Biology	603 Biology	Biology
Counseling Psychology	804 Counseling and Applied Psychology	Counseling Psychology
Environmental Science	510 Environmental Science and studies	Environmental Science
Instructional Psychology & Technology	804 Counseling and Applied Psychology	School Psychology
Marriage, Family, and Human Development	804 Counseling and Applied Psychology	Family Psychology
Nutritional Science	612 Nutrition Science	Nutritional Science
School Psychology	804 Counseling and Applied Psychology	School Psychology
Wildlife & Wildlands Conservation	501 Agricultural Sciences	Range Science
Wildlife & Wildlands Conservation	511 Forestry, Natural Resources and Conservation	Wildlife, Fish and Wildlands Science and Management

The following units are no longer eligible for the GSS and will not appear in your 2017 unit list.

Unit Name	2016 GSS Code and Field Title
Public Administration	913 Public Administration
Food Science	612 Nutrition



## Field of Study or Research Selection

Institution  
School Name (School ID)

Unit: Archeology

Please select all following of the following fields of study or research within this unit.  
Once your selections are made press 'Submit' at the bottom of this page.

- Anthropology
- Archeology
- Cultural Anthropology
- Medical Anthropology
- Physical and Biological Anthropology
- Anthropology, Other
- OTHER

Submit





**2017 GSS Code**

**Institution  
School Name (School ID)**

2017 GSS code for Archeology unit is:

**910- Social Sciences, not elsewhere classified**

[Return to Impacted Unit List](#)



**Institution**  
**School Name (School ID)**

### Screen 1- Impacted Unit List

This is the second to last screen in the Taxonomy Tool. Coordinators are given the chance to correct any errors that may have occurred in the recoding process.

In those cases a coordinator will click the unit and begin coding the unit as if they had never coded it to begin with.

Once they are satisfied with their 2017 unit list, they click submit and the Taxonomy Tool will not allow for any changes after the page reloads.

## Impacted Unit List

You have completed recoding your impacted units to the 2017 GSS taxonomy. If you need to make any changes, click the unit name and recode the unit again. Once you have completed this review select 'Submit' at the bottom of this screen. Once your data is submitted it will be available to download but you will be unable to make any additional changes.

If you have any questions, please contact the GSS Helpdesk at 866-558-0781.

### 2017 Unit List

Recoded Units	2017 GSS Code and Field Title	Field of Study
Archeology	902 Anthropology	Anthropology
Biology	603 Biology	Biology
Counseling Psychology	804 Counseling and Applied Psychology	Counseling Psychology
Environmental Science	510 Environmental Science and studies	Environmental Science
Instructional Psychology & Technology	804 Counseling and Applied Psychology	School Psychology
Marriage, Family, and Human Development	804 Counseling and Applied Psychology	Family Psychology
Nutritional Science	612 Nutrition Science	Nutritional Science
School Psychology	804 Counseling and Applied Psychology	School Psychology
Wildlife & Wildlands Conservation	501 Agricultural Sciences	Range Science
Wildlife & Wildlands Conservation	511 Forestry, Natural Resources and Conservation	Wildlife, Fish and Wildlands Science and Management

The following units are no longer eligible for the GSS and will not appear in your 2017 unit list.

Unit Name	2016 GSS Code and Field Title
Public Administration	913 Public Administration
Food Science	612 Nutrition Science

Submit



Screen 1- Impacted Unit List

This is the last screen of the Taxonomy Tool and the only view that is available if they were to come back to this webpage.

They are now able to download the output from the Taxonomy Tool to assist in constructing their upload file.

The helpdesk would have to be involved in allowing them to change any GSS Unit coding.

**Impacted Unit List**

The postdoc and NFR units impacted by the GSS Taxonomy change have been updated to reflect the new GSS Taxonomy. The recoded unit list is available for download below. This file can help you in construct an upload file using GSS Code or entering your data into the survey manually.

If you have any questions, please contact the GSS Helpdesk at 866-558-0781.

[Download to Excel](#)

**Institution  
School Name (School ID)**

**2017 Unit List**

Recoded Units	2017 GSS Code and Field Title	Field of Study
Archeology	902 Anthropology	Anthropology
Biology	603 Biology	Biology
Counseling Psychology	804 Counseling and Applied Psychology	Counseling Psychology
Environmental Science	510 Environmental Science and studies	Environmental Science
Instructional Psychology & Technology	804 Counseling and Applied Psychology	School Psychology
Marriage, Family, and Human Development	804 Counseling and Applied Psychology	Family Psychology
Nutritional Science	612 Nutrition Science	Nutritional Science
School Psychology	804 Counseling and Applied Psychology	School Psychology
Wildlife & Wildlands Conservation	501 Agricultural Sciences	Range Science
Wildlife & Wildlands Conservation	511 Forestry, Natural Resources and Conservation	Wildlife, Fish and Wildlands Science and Management

The following units are no longer eligible for the GSS and will not appear in your 2017 unit list.

Unit Name	2016 GSS Code and Field Title
Public Administration	913 Public Administration
Food Science	612 Nutrition Science