Principal investigator module

REGISTRATION PAGE

Registration

First name

_____

Middle name

_____

Last name

_____

Emails are used to verify identity. If you are a principal investigator, please provide your email address as it appears in the NSF Fastlane system. If you are a designated user, enter the email address where you received the invitation (authorized by the principal investigator) to register with the system.

E-mail address

_____

Password

_____

Confirm password

_____

Password length must be between 8 and 20 characters. The password must meet the following requirements:

At least one lowercase letter
At least one capital letter
At least one number
At least one of the following special characters: #, &, %, !, @, (,)

☐ I understand that all personally identifiable information stored in this NSF system will be treated as confidential. Read more about the <u>nondisclosure agreement</u> governing the use of this system.

Nondisclosure Agreement for Principal Investigators (and Designated) Users of this National Science Foundation Data System

As a principal investigator or designated user with access to the NSF Data System, I will have access to information submitted by applicants interested in participating in an NSF-sponsored program. **I understand that all personally identifiable information stored in the NSF Data System will be treated as confidential. By using the NSF Data System, I also understand and agree to the following:**

- I will be accessing confidential information protected under the Privacy Act of 1974.

- I will be subject to laws governing confidentiality of federal agency records, violation of which carries severe penalties.

- My access to confidential information could be monitored.

- I will access and use only the confidential information necessary to conduct work related to the NSF Data System and NSF-sponsored program at my Site.

- I will not attempt to access information regarding myself, my employer, my college or university, my colleagues, collaborators, associates, or any other persons or organizations except as necessary to perform my duties in the NSF-sponsored program.

- I will not disclose to any unauthorized person or organization confidential information from the NSF Data System.

- After downloading personally identifiable information from the NSF Data System, I will protect this information to include controlling access only to myself or others in my organization with a business need to know, encrypting the information in transit and at rest, and destroying the information when no longer needed to perform my duties in the NSF-sponsored research program.

- Violation of these rules may result in the imposition of administrative sanctions and future ineligibility for federal grants, and may be punishable under the Privacy Act, 5 USC 552a, the Trade Secrets Act, 18 USC 1905, or other laws.

If I do not understand any of these conditions, or if I have any questions about them now or in the future, I will discontinue use of the REU Data System and contact the NSF Freedom of Information Act and Privacy Officer, or an assistant general counsel, in the National Science Foundation General Counsel's Office - Room 1265, (703) 292-8060.

Notice

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 3145-0248. Public reporting burden for this collection of information is estimated to average 3.25 hours for applicants to register and 7 hours to register and submit an application, including the time for reviewing instructions. Burden estimates for principal investigators is 4.7 hours to register and record admissions decisions and program attendance. Send comments regarding the burden estimate and any other aspect of this collection of information, including suggestions for reducing this burden, to:

> Suzanne Plimpton
> Reports Clearance Officer
> Budget and Finance Administration
> National Science Foundation
> Alexandria, VA 22314

Please note that information provided through this system will be used for admissions decisions, audits, and research and evaluation purposes. All applicants' information will be maintained in accordance with the requirements of the Privacy Act of 1974. No personal information will be released to the public.

Rules of Behavior

This computer system is the property of the National Science Foundation (NSF) of the Federal Government. Any system activity may be monitored and any information stored within the system may be retrieved and used by authorized personnel for law enforcement, management, routine system operations, or other purposes. By using this computer system, you are consenting to such monitoring and information retrieval and use.

Unauthorized use of the system, including disclosure of information covered by the Privacy Act or other sensitive information, or attempts to defeat or circumvent security features, is prohibited and could result in disciplinary action, civil and/or criminal penalties. Users should be aware that they have no expectation of privacy when using the NSF-provided computer system (including any removable media used in conjunction with the system), accessing the Internet, or using electronic mail systems.

All information maintained within or retrievable through the NSF computer system, including electronic mail files, may be reviewed and retrieved by the Department of Homeland Security; NSF officials who have a legitimate reason to do so when authorized by the Director or Deputy Director; or by the Inspector General.

□ I acknowledge the rules of behavior

SITE [SITE STANDS FOR SITE/PROJECT/PROGRAM] INFO PAGE

Site Information
NSF Award ID
(Please select)

Principal Investigator's NSF ID
_____

Award Information

> (Information pre-populated from Fastlane)
> NSF Division
> NSF Directorate
> NSF Program: [REU Site, IRES Site (track I), and so on]
> NSF Award Title
> NSF Award Abstract
> Award Start Date
> Award End Date
> Award Institution

Site Leadership

> (Information pre-populated from Fastlane)
> Principal Investigator
> Co-Principal Investigator(s)
> Address

Principal Investigator's NSF ID

Site Name
ⓘ Prospective applicants will be able to see this information you provide.

Please enter a short name for your program. For example, VINSE REU, IRiKA IRES, IRES Coastal Engineering in Australia, etc.
_____

Site Location 1
Please enter the address of the location where your program will physically take place. If your program has multiple locations, add locations by clicking the Add New button.

□ Same as award institution [if box is checked, address will be pre-populated]

> Country
> Street Address 1
> City
> State
> Zip Code

Add New Site Location

Site Website (if available)
Please copy and paste the URL of your Site's website.
_____

Number of years your Site has been operating (including the current year)
Please enter all years this Site has operated under your leadership or that of other PIs or co-PIs.
_____

Site Schedule ⓘ

Program start date: [mm/dd/yyyy]   □ Expected [Checkbox]
Program end date: [mm/dd/yyyy]   □ Expected [Checkbox]

Program Overview ⓘ

Please briefly describe your Site.

_____

Eligibility ⓘ

Please describe all eligibility criteria for participation at your Site.

_____

Eligible Student Type ⓘ

Please indicate who is eligible to apply to your Site.
Mark all that apply
Undergraduate
Graduate
Postdoctorate
Teacher

Field of Study Topics ⓘ

Please select up to 3 fields of study that most closely align with your Site.

- Chemistry
- Computer and Information Sciences & Engineering
- Engineering
- Geosciences
- Life Sciences
- Materials Research
- Mathematical Sciences
- Physics & Astronomy
- Psychology
- Social Sciences
- STEM Education & Learning Research

Research Topics or Keywords ⓘ

Please provide research topics or keywords to describe your Site. Applicants will use these keywords to search for Sites. Please separate each by a comma.

_____

SYSTEM USERS PAGE

SYSTEM USERS

Please identify below the individuals you authorize to access this system. They will be sent an email inviting them to register to this Site/Project. Note that they will have administrative rights to enter, change, and view information associated with your Site/Project.

Authorize a New User

Staff 1 First Name _____ Last Name _____
Position [Dropdown to Select Position]
- ○ Co-PI
- ○ Program Manager
- ○ Administrative Staff

Staff 1 Email _____

Staff 2 Name _____ Last Name _____
Position [Dropdown to Select Position]
Staff 2 Email _____

Staff 3 Name _____ Last Name _____
Position [Dropdown to Select Position]
Staff 3 Email _____
(…)

AUTHORIZE

Currently Authorized Users

Name	
Position	*RESEND EMAIL*
Email	*DEAUTHORIZE*
Email Sent	

APPLICATION INFO PAGE

Prospective applicants will be able to see this information you provide.

Application Information

Application timeline ⓘ
    Application open date (mm/dd/yyyy)
    Application close date or deadline (mm/dd/yyyy)

Select Application Type ⓘ
Select one of the following types of application: Open, Restricted, and Noncompetitive application.
Open and restricted applications are competitive applications, and students applying to a Site/Project running competitive applications will be required to complete: 1) a common registration form and 2) additional materials determined by your Site/Project such as a statement of purpose, transcripts, cv, reference letters, and Site- or Project-specific questions. Noncompetitive applications are for situations where participants join the program by invitation only. Students wishing to participate in a Site/Project that is not running competitive applications will be required to complete only the common registration form.

Note: you will not be able to change the application type for the current application round after your Site/Project receives the first student application.

○ **Open application**

Choose an open application if you would like to run competitive applications for your Site/Project, recruiting students nationally. Your Site/Project will be publicly listed, and any student (eligible for NSF funding) would be able to apply to your Site/Project.

○ **Restricted application**

Choose a restricted application if you would like to run competitive applications for your Site/Project but to restrict the applicant pool in some way (for example, to only applicants who are enrolled in one specific institution). Your Site/Project will not be publicly listed. Instead, you will receive a code you will need to share with the target population. For example, you may disclose the code to students enrolled in your class or on your own Site/Project website indicating who is eligible to use the code. Only students with the access code can apply to your Site/Project.

○ **Noncompetitive application**

Choose a non-competitive application if you are inviting participants to your Site/Project without running applications. Your Site/Project will not be publicly listed. Instead, you will receive a code you will need to share with the program participant. Only students with the access code can apply to your Site/Project.

[If Restricted or noncompete is selected, display code]

Site/Project Code

| 175896 |

Additional Application Requirements (Optional)

If you wish to request additional information from applicants beyond that covered in the common application, you may upload a PDF document with instructions and/or add questions below. Applicants will be prompted to view the document uploaded or the questions inserted when they select your Site/Project and will be able to respond to your instructions by (1) uploading additional materials (in PDF format) or (2) entering text of up to 500 words to respond to each question you added.

Upload a PDF
Please upload a PDF document with any additional application requirements specific to you Site/Project. (Limit 1 file)
_____

Add questions
Please enter up to three additional application questions specific to your Site/Project.

Question 1
_____

Question 2
_____

Question 3
_____

APPLICANTS PAGE

Site/Project Applications and Admissions

The table below shows the applicants to your Site/Project. Please indicate whether they were admitted to your program and whether they accepted your offer to participate. Note that the system does not inform applicants of the decisions recorded in this table. You will need to communicate your admissions decisions to applicants directly.

To upload information for multiple applicants, please click "Edit Multiple Applicants."

Admission Decision Codes
- **Admitted**: Applicant was accepted into the program.
- **Rejected**: Applicant was not accepted into the program.

Applicant Decision Codes
- **Accepted**: Admitted student accepted your offer to join your program this summer. If a student accepts an offer but later withdraws the application for any reason, please update the applicant decision to "Declined"
- **Declined**: Admitted student declined your offer to join your program this summer or has not responded to your offer.

Applicants of Site/Project [pre-populated Site/Project short name]

Show Filters [Pop-up]

All data
❍ All data

Demographic Characteristics [COLLAPSE / EXPAND]

Sex assignment at birth
- ❍ Male
- ❍ Female
- ❍ Not Reported

Disability Status
- ❍ Yes
- ❍ No
- ❍ Not reported

Gender Identity
- ❍ Male
- ❍ Female
- ❍ Not reported
- ❍ Other

Race
- ❍ American Indian or Alaska Native
- ❍ Asian
- ❍ Black or African American
- ❍ Native Hawaiian or Other Pacific Islander
- ❍ White
- ❍ Not reported

Veteran Status
- ❍ Veteran
- ❍ Not Veteran
- ❍ Do not wish to provide

Ethnicity
- ❍ Hispanic or Latino
- ❍ Not Hispanic or Latino
- ❍ Unknown
- ❍ Not reported

Educational information [COLLAPSE / EXPAND]

Student Type
- ❍ High school student
- ❍ Undergraduate student
- ❍ Graduate student
- ❍ Postdoctoral fellow
- ❍ Teacher

College or University Level
- ❍ 4-year (4 or more years)
- ❍ 2-year (at least 2 but less than 4 years)
- ❍ Less than 2 years (below associate's degree)
- ❍ (Not available)

College or University Sector
- ❍ Public
- ❍ Private nonprofit
- ❍ Private for-profit
- ❍ Sector unknown (not active)
- ❍ (Not available)

Institutional Denominations
- ❍ Historically Black Colleges and Universities
- ❍ Hispanic Serving Institutions
- ❍ Minority Serving Institutions
- ❍ Tribal Colleges

Admission Decision [COLLAPSE / EXPAND]

Admission Decision
- ❍ Admitted
- ❍ Rejected
- ❍ Not Reviewed

ID	Name	Home institution	References	Admission Decision	Applicant Decision	Application and references	Transcript	Submitted
(pre-filled based on application)	(pre-filled based on application)	(pre-filled based on application)	(pre-filled based on number of references in the system)	[Dropdown with codes]	[Dropdown with codes]	(icon to download PDF)	(icon to download PDF)	(pre-filled based on application)

[If edit multiple applicants button is clicked] **Edit Multiple Applicants Page**

Edit Multiple Applicants

A. Step 1: Download applicant file

Download all applicants displayed on the Applicants tab by clicking the download file button. File is a .CSV file, viewable and editable in Excel, Google Sheets or similar spreadsheet applications.
[DOWNLOAD FILE]

B. Step 2: Update the downloaded file

Enter your Admission Decision values (Admitted, Rejected, Waitlisted, Not reviewed) and Applicant Decision values (Accepted, Declined). Do not add new columns to the file. Once you are finished entering your decisions, save your file. Return to this screen to upload the updated file.

C. Step 3: Upload the file

File must be in .CSV format.
Note: If you change the Admission or Applicant Decisions values of any students, the previous value will be replaced. Please contact the help desk if you need assistance bulk uploading status updates.
Please be sure your file does not contain more than one record for a given applicant ID. Updates associated with these duplicate records will not be applied to your applicants table.
[BROWSE] [Upload CSV]

PARTICIPANTS PAGE

Site/Project Participants
The table below shows the names of the applicants who you previously identified as having accepted your offer to participate in the program at your Site/Project. Please confirm that they participated and indicate how they were funded.

Participant Status Codes
- **Participant**: the student completed the minimum required hours of the experience. Please indicate whether participant is fully, partially, or not funded with funds from this NSF award.
- **No show**: the student did not come to the Site/Project when the program started or withdrew from the program before it started.
- **Dropout**: The student attended the program but did not complete the minimum required hours of participation. Use this code for rate instances where a student had to discontinue attendance fur to personal or disciplinary reasons.

[Participant Table]

Participants at [Site/Project]: [Self-populated Site/Project name]

ID	Name	Home institution	Participant Status
(pre-filled based on accepted offer from Applicant table)	(pre-filled based on accepted offer from Applicant table)	(pre-filled based on accepted offer from Applicant table)	[Dropdown] Participant fully funded with this NSF award Participant partially funded with this NSF award Participant fully funded with other funds No show Dropout

Please review the list of participants and submit **after the program ends.** This will ensure that the information is accurate. You will not be able to make changes to this page after you submit.
By clicking on the SUBMIT button, I am certifying that the information provided is true and complete.

[CERTIFY & SUBMIT]

DATA DOWNLOAD PAGE

Data Download

You may download all available data for your Site/Project's applicants and participants. You may also download a subset of the data by using the Show Filters button blow. Data will download as a CSV file, viewable in Excel, Google Sheets or similar programs.

SHOW FILTERS [COLLAPSE/EXPAND]

All data [COLLAPSE / EXPAND]

- ○ All data
- ○ Registration Columns
- ○ Applications / Participant Information

Demographic Characteristics [COLLAPSE / EXPAND]

Sex assignment at birth
- ○ Male
- ○ Female
- ○ Not Reported

Disability Status
- ○ Yes
- ○ No
- ○ Not reported

Gender Identity
- ○ Male
- ○ Female
- ○ Not reported
- ○ Other

Race
- ○ American Indian or Alaska Native
- ○ Asian
- ○ Black or African American
- ○ Native Hawaiian or Other Pacific Islander
- ○ White
- ○ Not reported

Veteran Status
- ○ Veteran
- ○ Not Veteran
- ○ Do not wish to provide

Ethnicity
- ○ Hispanic or Latino
- ○ Not Hispanic or Latino
- ○ Unknown
- ○ Not reported

Educational information [COLLAPSE / EXPAND]

Student Type
- ○ High school student
- ○ Undergraduate student
- ○ Graduate student
- ○ Postdoctoral fellow
- ○ Teacher

College or University Level
- ○ 4-year (4 or more years)
- ○ 2-year (at least 2 but less than 4 years)
- ○ Less than 2 years (below associate's degree)
- ○ (Not available)

College or University Sector
- ○ Public
- ○ Private nonprofit
- ○ Private for-profit
- ○ Sector unknown (not active)
- ○ (Not available)

Institutional Denominations
- ○ Historically Black Colleges and Universities
- ○ Hispanic Serving Institutions
- ○ Minority Serving Institutions
- ○ Tribal Colleges

Application and Participation Status [COLLAPSE / EXPAND]

Admission Decision
- ○ Admitted
- ○ Rejected
- ○ Not Reviewed

Participation Status
- ○ Participant fully funded with this NSF award
- ○ Participant partially funded with this NSF award
- ○ Participant fully funded with other funds
- ○ No show
- ○ Dropout

[SHOW FILTERS] [DOWNLOAD DATA]

DATA REPORTS PAGE

Data Reports

Characteristics of [Year] Applicants and Participants
National Science Foundation [program name]

Description	Print Status	Download in CSV
Demographic characteristics of applicants and participants	(icon to PDF)	(icon to CSV)
Socio-economic characteristics of applicants and participants	(icon to PDF)	(icon to CSV)
Information about the program among applicants and participants	(icon to PDF)	(icon to CSV)
Educational characteristics of applicants and participants	(icon to PDF)	(icon to CSV)

FEEDBACK PAGE

Feedback

We want to hear from you!

Please share your experiences using this system. We are interested in (1) what worked well, (2) what did not work well, and (3) what was missing (that is, functionality or information you wanted by was not available).
Please use the box below to share your comments or contact us at [email] or 1-800-232-8024. We welcome comments at any time!

[SUBMIT]

_____