National Science Foundation Research Traineeship (NRT) Program

Coordinator Instrument

Version: Draft

*Prepared by CBS and NSF*

# Table of Contents

[1 Table of Contents 2](#_Toc80616687)

[2 Conventions in this document 3](#_Toc80616688)

[3 Coordinator Instrument 6](#_Toc80616689)

[3.1 Name and Contact Information 6](#_Toc80616690)

# Conventions in this document

The conventions described below are an attempt to render dynamic UI elements and interactive content and behaviors in this static word document.

|  |  |
| --- | --- |
|  | Radio Button (select one in the group) |
|  | Checkbox (select any in the group) |
|

|  |
| --- |
|  |

 | Textbox (enter text) |
|

|  |
| --- |
| Option 1 |
| Option 2 |
| Option 3 |

 | Dropdown box (Select one) |
|

|  |
| --- |
| Searchable list of things |

 | A search box that will narrow the results as the user types, e.g., states and countries |
|

|  |
| --- |
| Date Picker |

 | When the user selects the control a date picker will appear. They can also enter the date via the keyboard. |
|

|  |
| --- |
| Single Add |

 | As the user types a list of matching values will appear in a dropdown list. The user can click on an entry in the list, and it will be added to the textbox in a pill format. If the string of characters is new the user can hit tab/enter and the new value will also turn into a pill.Text  Description automatically generated with medium confidence |
|

|  |
| --- |
| Multi Add |

 | Same as Single Add but the user will then be able to enter further values. This is an example:Text  Description automatically generated with medium confidence |
| [Button] | A button that performs an action. Added for context around managing lists and final submit |
| <Information> | Text in angle brackets is inserted by the system and is read-only. |
| [Read only] | These data are read-only and can only be changed by contacting support. |
| [Read only after first year] | The data are read-only after the first year. After the first year these data can only be changed by contacting support |
| [Preloaded] | These data are pre-loaded at the beginning of the reporting period. |
| [Copied] | These data are copied from the previous year when preparing for a new reporting period. |
| [Change management] | These data are subject to other rules when they change. |
| {Skip Ref A-Z} | Indicates that a response to this question affects other questions after it. |
| {Skip when A-Z} | Indicates that the question should be skipped if the skip reference meets a certain criteria |
| This is instructional text | Instructions to the respondents |

# Coordinator Instrument

## Name and Contact Information

###### First Name

Required

Limit 50 characters

[Copied]

[Read only]

[Change management]

|  |
| --- |
|  |

###### Middle Initial or Name

[Copied]

[Read only]

[Change management]

|  |
| --- |
|  |

###### Last Name

Required

Limit 50 characters

[Copied]

[Read only]

[Change management]

|  |
| --- |
|  |

###### Email Address

Required

Limit 200 characters

[Copied]

[Read only]

[Change management]

|  |
| --- |
|  |

###### Phone (xxx-xxx-xxxx)

Required

Limit 10 characters

[Copied]

|  |
| --- |
|  |

###### Extension

Limit 5 characters

[Copied]

|  |
| --- |
|  |