Attachment G3

Science, Technology, Engineering, and Mathematics Talent Expansion Program (STEP) Monitoring System Screenshots (4-year)

STEP Online Data Collection System

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 <u>email</u> or call (800) 897-0451.

You will be automatically logged out of the Web system if it is inactive for 1 hour.

| Login | Create/Reset Password |

STEP Login

To enter the STEP online data collection system, please enter your Institution ID and password in the boxes below and then select **Login**

Institution ID: [ ]

Password:
(passwords are case-sensitive) [ ]

[Login]   [Forgot Password]

Having Trouble Logging In? Please contact STEP Technical Support by <u>email</u> or call (800) 897-0451.

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 Burden
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 24 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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Welcome to NSF's STEP online data collection system. This survey contains short lists of questions on each of the topics shown below. You can complete the topics in any order. The icons beside each link will help you track your progress and alert you to potential problems as you move through the topics. If you have questions not addressed in the Help & Instructions, please contact us.

You are currently entering data for Reporting Period July 1, 2012 - June 30, 2013. The survey due date is July 19, 2018.

Main Menu (July 1, 2012 - June 30, 2013)

□ 1. **Your Contact Information**

□ 2. **Institution Definitions**

□ 3. **Student Demographics**

□ 4. **Strategies & Activities**

□ 5. **Challenges**

□ 6. **Other Influences**

□ 7. **Student Participation**

Check Status for Submitting Data

Institution Summary

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☐ 1. Your Contact Information

Please supply contact information for the principal investigator (PI) and the person completing the survey (if different). Additional contacts can be entered under 1.3 below.

1.1 Principal Investigator (PI)

First Name*

Middle Initial

Last Name*

Title (Miss/Ms./Mr./Dr./Prof./etc.)*

Institution Address 1*

Institution Address 2

City*

State*

ZIP Code*

Phone*

extension

Fax

Email Address*

STEP Project Web Site Address
http://
e.g., www.umich.edu

1.2 Person Completing the Survey

Mark the checkbox if the PI is completing the survey.
☐

If not, enter the following for the person completing the survey:

First Name**

Middle Initial

Last Name**

Title (Miss/Ms./Mr./Dr./Prof./etc.)**

Phone**

- -

extension

Fax

- -

Email Address**

* = Required Field.
** = Required if the person completing the survey is not the Principal Investigator.

1.3 Additional Contacts

If there are any other persons you would like to add as points of contact, please enter their names and email addresses and select **Save**. All three fields must be entered for each additional contact. To add additional rows, select the **Add Additional Contacts** button. To delete an additional contact, select the checkbox next to the appropriate name and select **Save**.

We strongly suggest that you include someone from your institution's Institutional Research (IR) office (or its equivalent) as an additional contact.

Please note that any persons listed will be copied on correspondence regarding this STEP award.

FIRST NAME	LAST NAME	EMAIL ADDRESS	DELETE
			☐

Add Additional Contacts

Save   Cancel

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□ **2. Institution Definitions**

Complete the following questions for the reporting period July 1, 2012 - June 30, 2013.

2.1. **What cutoff date does your institution use to determine total undergraduate enrollment?**

[▼] / [ ] / [ ] (month/day/year , e.g., September/15/2005)

2.2. **Why is this date used?**

[   ]   < Insert Last Year's Response

Have the criteria for setting this date changed since last year?
○ Yes   ○ No

2.3. **Total undergraduate enrollment** (according to the cutoff date indicated in your answer to question 2.1):

[   ]

Sum of All Majors (Section 3.2): 0

2.4. **How does your institution define a full-time equivalent (FTE) undergraduate student?**

[   ]   < Insert Last Year's Response

Has this definition changed since last year?
○ Yes   ○ No

2.5. **How does your institution calculate undergraduate FTE enrollment?**

[   ]   < Insert Last Year's Response

Has this formula changed since last year?
○ Yes   ○ No

2.6. **Total undergraduate FTE enrollment according to the cutoff date indicated in your answer to question 2.1:**

[   ]

2.7. **What are your institution's requirements for selecting a major?**

[   ]   < Insert Last Year's Response

Have these criteria changed since last year?
○ Yes   ○ No

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[Save]   [Cancel]

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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 6 (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 6

Agricultural Science
Biological Sciences

Then, please provide demographic data for the following categories:

☐ 3.2. **Majors**

☐ 3.3. **Degrees Granted**

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*

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✓ 3.1 STEM Disciplines Offered at QRC Test Inst 6

Please indicate the STEM disciplines in which QRC Test Inst 6 offers majors/degrees.

A list of STEM discipline classifications is available in the online crosswalk.

DISCIPLINE	MAJOR/DEGREE OFFERED
Agricultural Science	☑
Biological Sciences	☑
Chemistry	☐
Computer Science	☐
Engineering	☐
Environmental Science	☐
Geosciences	☐
Mathematics	☐
Physics/Astronomy	☐
Psychology	☐

Save   Cancel

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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 question 2.1. 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. Please report headcount rather than FTE. Include U.S. citizens and permanent residents only.

☐ 3.2.1. Agricultural Science

☐ 3.2.2. Biological Sciences

☐ 3.2.3. Non-STEM

☐ 3.2.4. Undeclared

Total Undergraduate Enrollment (Question 2.3):
Sum of All Majors (Section 3.2):

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3.2.1 Agricultural Science Majors

Please enter the number of students who have completed the requirements necessary to be officially recognized by your institution as majoring in **Agricultural Science** as of the cutoff date indicated in your answer to question 2.1. **(Include U.S. citizens and permanent residents only.)**

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.

Majors - *Not Hispanic or Latino* students

RACE(S)	MALE	FEMALE	GENDER NOT REPORTED	AUTO-TOTAL
American Indian or Alaska Native	0	0	0	0
Asian	0	0	0	0
Black or African American	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0
White	0	0	0	0
More Than One Race Reported Count students reporting two or more race categories where at least one of the reported categories is: American Indian or Alaska Native, Black or African American, or Native Hawaiian or Other Pacific Islander.	0	0	0	0
More Than One Race Reported (Asian & White) Count students reporting both Asian and White, but no other race.	0	0	0	0
Race Not Reported or Unknown	0	0	0	0
Auto-Total Not Hispanic or Latino (read only)	0	0	0	0

Majors - *Hispanic or Latino* students

RACE(S)	MALE	FEMALE	GENDER NOT REPORTED	AUTO-TOTAL
American Indian or Alaska Native	0	0	0	0
Asian	0	0	0	0
Black or African American	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0
White	0	0	0	0
More Than One Race Reported Count students reporting two or more race categories where at least one of the reported categories is: American Indian or Alaska Native, Black or African American, or Native Hawaiian or Other Pacific Islander.	0	0	0	0
More Than One Race Reported (Asian & White) Count students reporting both Asian and White, but no other race.	0	0	0	0
Race Not Reported or Unknown	0	0	0	0
Auto-Total Hispanic or Latino (read only)	0	0	0	0

Majors - *Neither Ethnicity nor Race Reported*

RACE(S)	MALE	FEMALE	GENDER NOT REPORTED	AUTO-TOTAL
Neither Ethnicity nor Race Reported	0	0	0	0

	MALE	FEMALE	GENDER NOT REPORTED	AUTO-TOTAL
Auto-Total Agricultural Science Majors (read only)	0	0	0	0

✎ Show Notes

Save   **Cancel**

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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 question 2.1. 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. Please report headcount rather than FTE. Include U.S. citizens and permanent residents only.

☐ 3.2.1. Agricultural Science

☐ 3.2.2. Biological Sciences

☐ 3.2.3. Non-STEM

☐ 3.2.4. Undeclared

Total Undergraduate Enrollment (Question 2.3):
Sum of All Majors (Section 3.2):

LEGEND
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3.2.1 Agricultural Science Majors

Please enter the number of students who have completed the requirements necessary to be officially recognized by your institution as majoring in **Agricultural Science** as of the cutoff date indicated in your answer to question 2.1. **(Include U.S. citizens and permanent residents only.)**

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.

Majors - *Not Hispanic or Latino* students

RACE(S)	MALE	FEMALE	GENDER NOT REPORTED	AUTO-TOTAL
American Indian or Alaska Native	0	0	0	0
Asian	0	0	0	0
Black or African American	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0
White	0	0	0	0
More Than One Race Reported Count students reporting two or more race categories where at least one of the reported categories is: American Indian or Alaska Native, Black or African American, or Native Hawaiian or Other Pacific Islander.	0	0	0	0
More Than One Race Reported (Asian & White) Count students reporting both Asian and White, but no other race.	0	0	0	0
Race Not Reported or Unknown	0	0	0	0
Auto-Total Not Hispanic or Latino (read only)	0	0	0	0

Majors - *Hispanic or Latino* students

RACE(S)	MALE	FEMALE	GENDER NOT REPORTED	AUTO-TOTAL
American Indian or Alaska Native	0	0	0	0
Asian	0	0	0	0
Black or African American	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0
White	0	0	0	0
More Than One Race Reported Count students reporting two or more race categories where at least one of the reported categories is: American Indian or Alaska Native, Black or African American, or Native Hawaiian or Other Pacific Islander.	0	0	0	0
More Than One Race Reported (Asian & White) Count students reporting both Asian and White, but no other race.	0	0	0	0
Race Not Reported or Unknown	0	0	0	0
Auto-Total Hispanic or Latino (read only)	0	0	0	0

Majors - *Neither Ethnicity nor Race Reported*

RACE(S)	MALE	FEMALE	GENDER NOT REPORTED	AUTO-TOTAL
Neither Ethnicity nor Race Reported	0	0	0	0

	MALE	FEMALE	GENDER NOT REPORTED	AUTO-TOTAL
Auto-Total Agricultural Science Majors (read only)	0	0	0	0

📝 Show Notes

Save   **Cancel**

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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. Agricultural Science

☐ 3.3.2. Biological Sciences

☐ 3.3.3. Non-STEM

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3.3.1 Agricultural Science Degrees Granted

Please enter the number of students granted **bachelor's degrees** degrees in **Agricultural Science** by ethnicity, race, and gender during the reporting period July 1, 2012 - June 30, 2013. **(Include U.S. citizens and permanent residents only.)**

There should be no double-counting - Each student should be reported under only one discipline. Include U.S. citizens and permanent residents only.

Bachelor's degrees granted to *Not Hispanic or Latino* students

RACE(S)	MALE	FEMALE	GENDER NOT REPORTED	AUTO-TOTAL
American Indian or Alaska Native	0	0	0	0
Asian	0	0	0	0
Black or African American	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0
White	0	0	0	0
More Than One Race Reported Count students reporting two or more race categories where at least one of the reported categories is: American Indian or Alaska Native, Black or African American, or Native Hawaiian or Other Pacific Islander.	0	0	0	0
More Than One Race Reported (Asian & White) Count students reporting both Asian and White, but no other race.	0	0	0	0
Race Not Reported or Unknown	0	0	0	0
Auto-Total Not Hispanic or Latino (read only)	0	0	0	0

Bachelor's degrees granted to *Hispanic or Latino* students

RACE(S)	MALE	FEMALE	GENDER NOT REPORTED	AUTO-TOTAL
American Indian or Alaska Native	0	0	0	0
Asian	0	0	0	0
Black or African American	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0
White	0	0	0	0
More Than One Race Reported Count students reporting two or more race categories where at least one of the reported categories is: American Indian or Alaska Native, Black or African American, or Native Hawaiian or Other Pacific Islander.	0	0	0	0
More Than One Race Reported (Asian & White) Count students reporting both Asian and White, but no other race.	0	0	0	0
Race Not Reported or Unknown	0	0	0	0
Auto-Total Hispanic or Latino (read only)	0	0	0	0

Bachelor's degrees - *Neither Ethnicity nor Race Reported*

RACE(S)	MALE	FEMALE	GENDER NOT REPORTED	AUTO-TOTAL
Neither Ethnicity nor Race Reported	0	0	0	0

	MALE	FEMALE	GENDER NOT REPORTED	AUTO-TOTAL
Auto-Total Bachelor's degrees granted in Agricultural Science (read only)	0	0	0	0

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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** below.

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 »

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4.1. New Strategy/Activity

Describe the strategy and/or activity supported under your STEP grant between July 1, 2012 - June 30, 2013.

4.1.1. **Title of strategy/activity:**

4.1.2.
Status:

   ○ Planned   ○ Implemented   ○ Discontinued

4.1.3.
Which of the following best describes the strategy/activity? (check all that apply):

☐ Precollege Development
☐ Undergraduate Student Academic Development
☐ Undergraduate Student Professional Development
☐ Faculty Development
☐ Curriculum Development
☐ Linkages with Community Colleges
☐ Other (please specify):

4.1.4.
Were any of the following student groups specifically targeted by this strategy/activity? (check any that apply):

☐ Underrepresented Minority Students
☐ Female Students
☐ At-Risk Students (please define):

4.1.5. **Brief description of strategy/activity:**

4.1.6. **Number of undergraduate students participating in this strategy/activity:**

4.1.7. **Number of high school students (juniors and seniors only) participating in this strategy/activity:**

4.1.8. **Indications that this strategy/activity will increase the number of STEM graduates:**

4.1.9. **Describe any challenges in implementing this strategy/activity:**

📝 Show Notes

[Save] [Cancel]

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Carry Forward Strategies/Activities From Last Year

You can carry over strategies/activities entered during the 2012 data collection cycle by marking the checkbox(es) below and selecting **Submit**.

☐ Precollege development

[Submit] [Cancel]

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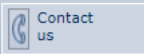
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4. Strategies & Activities–Delete Confirmation

Are you sure you want to delete the **Precollege development** strategy/activity permanently?

Select **Delete** to confirm that you want to delete this strategy/activity or **Cancel** to return to the Strategies & Activities list without deleting this item.

[**Delete**]   [Cancel]

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☐ 5. Challenges

List and briefly describe any challenges involved in increasing the number of STEM graduates that are **not related to the strategies/activities discussed in section 4**. You may add as many challenges as you want. Include challenges encountered during the reporting period July 1, 2012 - June 30, 2013 only.

To report no challenges, select **No Challenge to Report** below.

You can view and carry over challenges entered during the 2012 data collection cycle by selecting **Carry Forward Challenges From Last Year** below.

Challenges

    Add a Challenge »

    No Challenge to Report »

    Carry Forward Challenges From Last Year »

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5.1 New Challenge

Describe the challenge involved in increasing the number of STEM graduates . **This challenge should not be related to the strategies/activities discussed in section 4.**

5.1.1. **Title of challenge:**

5.1.2. **Brief description of challenge:**

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Save   Cancel

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Carry Forward Challenges From Last Year

You can carry over challenges entered during the 2012 data collection cycle by marking the checkbox(es) below and selecting **Submit**.

☐ Retention

Submit   Cancel

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☐ = Please Complete   ⚠ = Please Review
✔ = OK   ✖ = Please Correct

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☐ 6. Other Influences

Please describe any influences (positive or negative) beyond the scope of your STEP grant and **not already described in sections 4 and 5** that may affect the number of STEM graduates. Include influences encountered during the reporting period July 1, 2012 - June 30, 2013 only.

Description of influences:

< Insert Last Year's Response

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[Save]   [Cancel]

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☐ **7. Student Participation**

Complete the following questions for the reporting period July 1, 2012 - June 30, 2013.

7.1.   **Since some of your strategies/activities will service the same students multiple times, please estimate**

a. **How many *distinct* undergraduate students participated** in the strategies/activities carried out under your STEP grant between July 1, 2012 - June 30, 2013, as described in section 4? This should be the unduplicated cumulative total from all strategies/activities reported in section 4. No quality distinctions should be made between the student counts reported in section 4 and those reported in section 7. The same criteria should be applied for both sections in determining the number of students actively participating.

[   ]

b. **How many *distinct* high school students participated** in the strategies/activities carried out under your STEP grant between July 1, 2012 - June 30, 2013, as described in section 4? This should be the unduplicated cumulative total from all strategies/activities reported in section 4. No quality distinctions should be made between the student counts reported in section 4 and those reported in section 7. The same criteria should be applied for both sections in determining the number of students actively participating.

[   ]

7.2.   **How many distinct undergraduate students received direct funding** under your STEP grant between July 1, 2012 - June 30, 2013? This would include being paid to be a tutor, mentor, or intern; receiving a scholarship or stipend; and being paid to assist with STEP strategies/activities.

[   ]

7.3.   **For what types of efforts were undergraduate students funded** between July 1, 2012 - June 30, 2013?
☐ Payment for tutoring
☐ Payment for mentoring
☐ Paid internships/research experiences
☐ Scholarships/stipends
☐ Payment for assisting with STEP strategies/activities
☐ Other (please specify):

[   ]

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[Save]   [Cancel]

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Check Status for Submitting Data

Your survey data cannot be submitted to NSF until errors in the following sections have been corrected. After making any necessary corrections and reviews, return to the Main Menu and submit your data by selecting the **Send Authorized Final Submission to NSF** link.

All partner institution data must be submitted before lead institution data can be final submitted. The following partner institutions have not yet submitted survey data.

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[Cancel]

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SEND EMAIL	PARTNER INSTITUTION NAME	PROGRESS
☐	QRC Test Inst 7	Not Started

Email Selected Institution(s)

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Email Partner Institution(s)

TO:	drod@icfi.com
FROM:	drod@icfi.com
CC:	
SUBJECT:	STEP Data Collection
MESSAGE:	

(You may edit the email text.)

Send Email   Cancel

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✔ 8. Send Authorized Final Submission to NSF–Step 1 of 2

Verify Totals

Before sending your final submission to NSF please verify that the data displayed below are correct. If the data are not correct, please return to the Main Menu screen and make the necessary adjustments in the **Institution Definitions** or the **Student Demographics - Majors** sections.

Total Undergraduate Enrollment (Question 2.3): 1000

Sum of All Majors (Section 3.2): 0

☐ **By selecting this checkbox and clicking on the Submit button, I verify that all majors data have been entered correctly.**

Submit   Cancel

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LEGEND
☐ = Please Complete   ⚠ = Please Review
✓ = OK   🔴 = Please Correct

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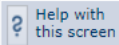- Help & Instructions
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✓ 8. Send Authorized Final Submission to NSF–Step 2 of 2

Once you submit your survey data, you will not be able to make any further changes. The data will only be available in read-only mode. If you need to make any changes, please do so before selecting **Submit**.

Once you submit final data for Reporting Year 2013, you may immediately begin entering 2014 data upon returning to the Main Menu. Both years of data are required and are due by the deadline stated in the opening letter. All data for 2013 will be available for viewing/download through the Print My Data/Download My Data options.
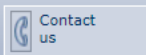
8.1 Approximately how many person-hours were required to complete the NSF STEP survey? (Include the time to obtain as well as enter the data.)

[   ]

Submit   Cancel

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✓ = OK   ⊗ = Please Correct

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Print My Data

This screen allows you to preview or print a copy of your STEP survey data. To select individual sections, mark the corresponding checkbox(es) then select **Print Preview** to view the selected data. Select **Main Menu** in the left navigation to return to the survey.

Note: Strategies & Activities, Challenges, Other Influences, and Student Reach of Project data were not collected during the baseline year.

New: Institution Summary Select this option to view summary data for you institution for all years data has been completed.

Please select a year

2013 (July 1, 2012 - June 30, 2013) ▼

☐ 1. Contact Information
☐ 2. Institution Definitions
☐ 3. Student Demographics
☐ 4. Strategies & Activities
☐ 5. Challenges
☐ 6. Other Influences
☐ 7. Student Participation

Print Preview   Cancel

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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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Add Comments/Feedback

Please provide any additional information about your STEP project that you would like NSF to know. You can also use this section to provide feedback on the system or survey itself.

[Save] [Cancel]

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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** below.
- 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 download a free Excel Viewer.

Download a copy of the Web survey spreadsheet	**Download**
Select **Browse** to locate the completed MS Excel spreadsheet on your computer, then **Upload**. Choose File No file chosen	**Upload**

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Update Password

Passwords must be between 10 and 25 characters long. Leading and trailing spaces will be removed. Passwords are case-sensitive and must contain three of the following: uppercase letters, lowercase letters, numbers, and special characters. Enter your new password in both the New Password and Verify Password boxes below and click on **Save**.

If you make a mistake you will be returned to this screen to re-enter your new password.

New Password:

Verify Password:

Save   Cancel

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TO:	support@stepsurvey.com
FROM:	
CC:	
SUBJECT:	
MESSAGE:	

Send Email   Cancel