2021 NSF EDUCATION & TRAINING APPLICATION: SCREENSHOTS FOR COMMON APPLICATION

- Applicant module
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A. Common application screenshots: Applicant module

The purpose of this document is to show how students use the NSF Education & Training Application (NSF ETAP) system to submit applications to up to 10 Sites participating in the NSF REU and IRES programs.

1. Home page

Applicants access general information about the NSF ETAP and the application process through the home page.

About this Website

This website helps students apply for the National Science Foundation (NSF) Research Experiences for Undergraduates (REU) Sites and the International Research Experiences for Students (IRES) Sites programs. However, not all Sites participate in this online system. To view a list of Sites using this system, please go to the Sites tab.

This website also enables principal investigators at Sites, NSF officers, and other authorized users to enter or access data.
2. **Login page**

Applicants select “register” under the Students header to access the login page.

![Login page screenshot](image-url)
3. **Create an account**

Applicants enter required information to set up their accounts.

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**Registration**

- **First Name**
- **Middle Name**
- **Last Name**

NSF requests date of birth for identification and to facilitate tracking of educational and employment outcomes in the future to support program evaluations and research studies.

- **Date of Birth (mm/dd/yyyy)**

- **E-mail address**
- **Password**
- **Confirm Password**

Password length must be between 8 and 29 characters. The password must meet the following requirements:

1. At least one lowercase letter
2. At least one capital letter
3. At least one number
4. At least one of the following special characters: $, %, &, @, (, )
4. Rules of behavior and notice

Applicants review the rules of behavior and the notice shown on the screen before selecting “SUBMIT,” which signals that they both accept the rules of behavior and acknowledge the notice. This action will generate an email that will be sent to each applicant with their ID.
5. “Your progress” page

Applicants view their progress by selecting “YOUR PROGRESS.”

If you have previously submitted an application through the system, some information will be pre-populated for your convenience.

**Registration Progress**
- Personal info: Incomplete
- Demographic info: Incomplete
- Current enrollment: Incomplete
- Additional info: Incomplete
- *Certify & submit: Incomplete

*Certify & submit will display “Complete” after submitting your first application. If you are applying to more than one Site, click Certify & submit to verify that you submitted applications to additional Sites as well.

**Application Progress**
- Additional info cont’d: Incomplete
- Site selection: Incomplete
- Application materials: Incomplete
- Personal statement: Incomplete
- Transcript: Incomplete
- CV or resume: Incomplete
- Reference letters: Incomplete

Contact info

1-800-232-8024
help@nsfetap.org

Designed and administered by

Mathematica

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6. **Personal information**

Applicants provide additional personal information in step 1. The information already provided through the login page will pre-populate automatically.
Contact Information

Primary email address
hherandez@yopmail.com

Alternate email address

Please provide another email address. At least one should be a personal address, not associated with school or work, that you are likely to retain in the future.

Cell phone number

Please provide a current mobile phone number where you can be reached in case we need to contact you regarding your application.

☐ Okay to send texts to this number (message and data rates may apply)

Current Mailing Address

Country
(Please select)

Street address 1

Street address 2

City

Region

Zip code
Contact Information

Primary email address
hernandez@yopmail.com

Alternate email address

Please provide another email address. At least one should be a personal address, not associated with school or work, that you are likely to retain in the future.

Cell phone number

Please provide a current mobile phone number where you can be reached in case we need to contact you regarding your application.

Okay to send texts to this number (message and data rates may apply)

Current Mailing Address

Country
(Please select)

Street address 1

Street address 2

City

Region

Zip code
Permanent Mailing Address

- Same as mailing address

Country
(Please select)

Street address 1

Street address 2

City

State
(Please select)

Zip code

Email Address

Please enter the email address of a resident of this address.

Permanent phone number

Other Contact Information

Please provide links to any of the following social media you have. We will only use your social media to follow up with you in the future.

Facebook

LinkedIn

Twitter
7. Demographic information

Applicants provide demographic information in step 2.

Demographic Information

NSF seeks to increase participation in its activities among groups that are under-represented in science and engineering, such as women, minorities, people with disabilities, veterans, and others.

Help NSF measure progress in achieving this goal by providing the demographic information requested below. Collection of this information is authorized by the NSF Act of 1950, as amended.

Providing demographic information is voluntary and not a precondition of award. On grounds of race, color, age, sex, national origin or disability, no person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination, under any program or activity receiving financial assistance from NSF.

Please provide the following information about yourself:

Race

Select one or more

☐ American Indian or Alaskan Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☐ White
☐ I do not wish to provide this information

Ethnicity

Please select one of the following

☐ Hispanic or Latino
☐ Not Hispanic or Latino
☐ Unknown
☐ I do not wish to provide this information
Sex and Gender

Sex you were assigned at birth on your original birth certificate
Please select one of the following
- Male
- Female
- I do not wish to provide this information

Gender you identify with
Please select one of the following
- Male
- Female
- I do not wish to provide this information
- Other, please specify

Veteran Status

A veteran is a person who served in the active military, naval, or air service and who was discharged or released under conditions other than dishonorable (Title 38 of the Code of Federal Regulations)
Please select one of the following
- Veteran
- Not veteran
- I do not wish to provide this information
What is the usual degree of difficulty you have with...

This question is designed to help us better understand the career paths of individuals with specific functional limitations.

Mark one answer for each item.

<table>
<thead>
<tr>
<th>Activity Description</th>
<th>None</th>
<th>Slight</th>
<th>Moderate</th>
<th>Severe</th>
<th>Unable to do</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEEING words or letters in ordinary newsprint (with glasses/contact lenses, if you usually wear them)?</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>HEARING what is normally said in conversation with another person (with hearing aid, if you usually wear one)?</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>WALKING or using stairs without human or mechanical assistance?</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>LIFTING or carrying something as heavy as 10 pounds, such as a bag of groceries?</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>CONCENTRATING, REMEMBERING, or MAKING DECISIONS because of a physical, mental, or emotional condition?</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>I do not wish to provide this information</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Contact info

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telp@nsfetap.org

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8. **Current enrollment**

Applicants provide information about their current studies in step 3.
Degree Program at This College/University

Please select one of the following

- No specific degree
- Associate's degree (e.g., AA, AS)
- Bachelor's degree (e.g., BS, BA, AB)
- Master's degree (e.g., MS, MA, MBA)
- Doctorate (e.g., PhD, DSc, EdD)
- Other professional degree (e.g., JD, LLB, MD, DDS, DVM)
- I am not currently enrolled
- Other degree, specify

Fields of Study at this College/University

Major or primary field of study

Please select one of the following

(Please select)

And then select one of the following

(Please select)

Second Major (if applicable)

Please select one of the following

(Please select)

And then select one of the following

(Please select)

Minor (if applicable)

Please select one of the following

(Please select)

And then select one of the following

(Please select)
Applicants who report pursuing a Bachelor’s degree or lower must answer the following questions:

Expected Date of Bachelor’s Degree Completion

Completion date (MM/DD/YYYY)

☐ I do not intend to complete a bachelor’s degree

Expected Class Standing at the Beginning of the Fall 2021 Term

Please select one of the following
- Incoming freshman (high school applicant)
- Freshman
- Sophomore
- Junior
- Senior
- 4th year of a 5-year program
- Other, please explain:

Applicants who report pursuing a master’s degree or higher must answer the following questions:

Expected Date of Degree Completion

Completion date (MM/DD/YYYY)

☐ I do not intend to complete this degree

Expected Class Standing at the Beginning of the Fall 2021 Term

Please select one of the following
- First Year
- Second Year
- Third Year or later
- Other, please explain:

Applicants who report pursuing a doctoral degree - have the following additional question:

Doctorate

I am/have (select all that apply)
- Taking coursework
- Completed all coursework
- Passed my qualifying exam
- Defended my dissertation proposal
- Completed my dissertation
9. **Additional information**

Applicants provide additional information in step 4.

![Additional Information Form](image-url)
Parent or Guardian 1

Please select one of the following
- Male parent or guardian
- Female parent or guardian
- Not applicable

What is the highest level of education completed by this parent or guardian?
(Please select)

Which of the following best describes this parent's or guardian's occupation?
(Please select)

Parent or Guardian 2

Please select one of the following
- Male parent or guardian
- Female parent or guardian
- Not applicable

What is the highest level of education completed by this parent or guardian?
(Please select)

Which of the following best describes this parent's or guardian's occupation?
(Please select)

How did you hear about the NSF program(s) you are applying to?

Select all that apply
- Professor
- Family or friend
- Career fair
- College or university website
- This website or other NSF website
- A Site or project-specific website
- Other, specify
- I do not wish to provide this information

☐ Check the box if you would like to be considered for admission at similar NSF-funded opportunities for which you have not applied.

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Additional Information (cont'd)

Prior Research Experience

Have you participated in a research experience before?
- Yes
- No
- I do not know

Were any of these prior research experiences funded by NSF?
- Yes
- No
- I do not know

If yes, please indicate the NSF program(s) in which you participated. Select all that apply:
- Research Experiences for Undergraduates (REU)
- International Research Experiences Students (IRES)
- Graduate Research Fellowship Program (GRFP)
- Louis Stokes Alliance for Minority Participation (LSAMP)
- Research Experiences Teachers (RET)
- Other, specify

Were any of these prior research experiences outside of the United States?
- Yes
- No

List all your prior research experiences. Indicate site or program name, institution, location, year of participation, and topic.
Prior Degrees

List all prior postsecondary degrees you have obtained.

College or University Name
(Start typing to select)

Degree Type
(Please select)

Degree Completion date (MM/YYYY)

Primary Field of Study
(Please select)

If you cannot find your primary field of study, please enter a description below.

Other field, specify

SAVE PRIOR DEGREE

College GPA

What is your current overall college GPA?

0.0

☐ Not applicable: I am not enrolled in an undergraduate program or my school uses a non-numeric evaluation system

What is your college’s GPA scale?

☐ 4.0

☐ 5.0

☐ Other, please specify 0.0

Test Scores

Please indicate all test scores you would like to report. Graduate students are encouraged to provide at a minimum GRE scores, if available. If you did not take a given test, leave the relevant field blank.

SAT
Combined Score:
Reading and Writing:
Math:
Essay:

☐ Check the box if you took the SAT before March 2016 and enter your reading score under “Reading and Writing” and enter your writing score under “Essay.”

ACT
Combined score:

GRE
General Test Scores

Verbal Reasoning:
Quantitative Reasoning:
Analytical Writing:

SAVE SAVE AND CONTINUE
10. Site selection

Applicants select the Sites to which they will submit applications in step 5.
11. Application materials

Applicants submit additional application materials and information in step 6.
12. References

Applicants submit contact information for two references.

Letters of Reference

References

To submit your application, you must provide complete contact information for two individuals who will provide letters of reference. Sites will consider your application complete when both letters have been submitted. Your letters of reference are due by the last day of your selected Sites’ application period. These letters of reference will be shared with all Sites to which you apply.

To request a letter of reference:

1. Enter contact information below for two individuals who will provide letters of reference for you. Click the “Save” button once you have completed all fields for an individual.

2. Click the “Send Email” button. The system will send an email to your referee requesting that they fill out short reference form online. We strongly encourage you to alert the individuals that they will receive an email from noreply@[website domain] asking them to fill out a reference form and provide the deadline.

To send a referee a reminder email: You may send each individual referee a reminder email by clicking the “Send Email” button. The system will disable the button if a referee has been emailed within the previous 24 hours.

To select a new referee after sending an initial invitation:

1. If a reference form has not been submitted, you may select a new referee. To do so, click the “Delete Reference” button. When you delete a referee, their online reference form will be disabled and they will receive an email notifying them you have withdrawn your request for a letter of reference.

2. Repeat the steps outlined in “To request a letter of reference.”
### Reference 1

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<th>SAVE</th>
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### Reference 2

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13. **Certify and submit**

Applicants certify that the information provided is accurate and submit their applications in step 7. If information is missing or failed to pass validation checks, applicants will use this page to return to the flagged sections and make corrections.
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