2021 NSF EDUCATION & TRAINING APPLICATION: SCREENSHOTS FOR COMMON APPLICATION

- Applicant module
- Principle Investigator module
- Reference letter form
This page has been left blank for double-sided copying.
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.
2. **Login page**

Applicants select “register” under the Students header to access the login page.
3. Create an account

Applicants enter required information to set up their accounts.

Registration

First Name

Middle Name

Last Name

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.

<table>
<thead>
<tr>
<th>Registration Progress</th>
<th>Application Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal info: Incomplete</td>
<td>Additional info cont'd: Incomplete</td>
</tr>
<tr>
<td>Demographic info: Incomplete</td>
<td>Site selection: Incomplete</td>
</tr>
<tr>
<td>Current enrollment: Incomplete</td>
<td>Application materials: Incomplete</td>
</tr>
<tr>
<td>Additional info: Incomplete</td>
<td>Personal statement: Incomplete</td>
</tr>
<tr>
<td>*Certify &amp; submit: Incomplete</td>
<td>Transcript: Incomplete</td>
</tr>
<tr>
<td></td>
<td>CV or resume: Incomplete</td>
</tr>
<tr>
<td></td>
<td>Reference letters: Incomplete</td>
</tr>
</tbody>
</table>

*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 Etas as well.
6. Personal information

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

Personal Information

First name
Henry

Middle name

Last name
Hernandez

Suffix

Previous last name

Date of birth (mm/dd/yyyy)
11/11/2001
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.

Call 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
hhernandez@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.

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**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 is 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></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>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Contact info

1-800-232-6024
help@nsatelap.org

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8. **Current enrollment**

Applicants provide information about their current studies in step 3.

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**Current Enrollment Information**

**Enrollment Status**

What best describes your current enrollment status?

- [ ] High school student
- [ ] Undergraduate student
- [ ] Graduate student
- [ ] Postdoctoral fellow
- [ ] Teacher

**College or University**

The institution at which you are currently enrolled for most of your courses.

<table>
<thead>
<tr>
<th>Name</th>
<th>Geographical</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- [ ] I cannot find my institution on the list
- [ ] I am not currently enrolled at a college or university

**Enrollment Status at This College/University**

Please select one of the following

- [ ] Full-time
- [ ] Part-time
- [ ] I am not currently enrolled
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)

(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**

If you are enrolled in a 4-year institution, or you are enrolled in community college and plan to transfer to a 4-year institution, please enter the date that you expect to graduate from the 4-year institution with a bachelor’s degree.

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.

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**How are you financing your degree(s)?**

When answering this question, please consider the financing for the cost of tuition, room and board, fees, books and supplies. Mark one response per row.

- [ ] Not applicable: I am not enrolled in a college or university
- [ ] I do not wish to provide this information

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial assistance from parents, spouse, other relatives: not to be repaid</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial assistance from your employer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial assistance from the Veterans Educational Assistance Act</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loans from parents or other relatives: to be repaid</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loans from the school you attended, banks, federal or state government</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition waivers, fellowships, grants, scholarships</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistantships or work study</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Earnings from employment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal savings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (specify)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.
## 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.

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Prior Degrees

List all prior post-secondary degrees you have obtained.

College or University Name
[Start typing to select]

Degree Type
[Please select]

Degree Completion date (MMYYYY)

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 in 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 least a minimum GRE score, 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
Verbal Reasoning:
Quantitative Reasoning:
Analytical Writing:
Test Scores

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 no-reply@[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
Status: UNASSIGNED | Last request sent on:
First name
Position
Phone

Last name
Institution
Email

SAVE SEND EMAIL DELETE REFERENCE

Reference 2
Status: UNASSIGNED | Last request sent on:
First name
Position
Phone

Last name
Institution
Email

SAVE SEND EMAIL DELETE REFERENCE

NEXT PAGE

Contact info
1-800-232-0024
help@nsitetap.org

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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.
B. Common application screenshots: Principal Investigator module

The purpose of this document is to demonstrate how NSF Award Principal Investigators (PIs) register their Site in the NSF Education and Training Application to enable students to apply to their Site through the common application. Other users authorized by PIs to access the system on their behalf should follow the same instructions.

1. Home page

Users access general information about the program and the application process through the home page.

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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.

Contact info

1-800-232-6024
help@nsfetap.org

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2. Login page
PIs select “register” under the “Principal Investigators/Designees” header to create an account.
3. Create an account

PIs enter personal information to set up an account.

Registration

First Name

Middle Name

Last Name

E-mail address

Password

Confirm Password

Password length must be between 8 and 20 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: !, $, %, &, (, )

☐ I understand that all personally identifiable information stored in this NSF system will be treated as confidential. Read more about the nondisclosure agreement 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 this 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 this NSF Data System will be treated as confidential. By using this 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 this 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 this NSF Data System.
- After downloading personally identifiable information from this 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 1961, 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 this 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) 292-8066.
4. **Rules of behavior and notice**

PIs 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.

---

**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

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**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 0.5 hours for applicants to register and 12 hours to submit an application, including the time for reviewing instructions. Burden estimates for principal investigators is 0.5 hours to register and 0.8 hours to 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
Division of Administrative Services
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.
5. Your site: principal investigator main page

This page displays summary information and provides access to other pages and system functionalities.

Account Information

Marine Oil Dispersion - Understanding the Fundamental Chemistry Behind the Dispersion Process

- Program dates: Jun 14, 2021 - Aug 16, 2021
- App. window: Sep 03, 2020 - Jan 08, 2021

Registered Users

- Yasmin Pi
- Jennifer Cord
- Terry Peters

Applications

- Total applicants: 8
- Admitted: 1
- Rejected: 0
- Waitlisted: 0
- Not reviewed: 0
- Missing: 7
- Number of expected participants: 1
- Number of actual participants fully funded with this NSF award: 0

Contact info

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

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6. Site and principal investigator information

PIs provide basic information about their Site.

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**Site Information**

**NSF Award ID**
- 1461006 - University of Minnesota-1

**Principal Investigator's NSF ID**
- 00000331

**Award Information** [View More]

**Site Name**

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**

  **Country**
  - United States of America

  **Street Address**
  - 200 OAK ST SE

  **City**
  - Minneapolis

  **State**
  - MN

  **Zip Code**
  - 554552070
Site Website (if available)

Please copy and paste the URL of your Site's website.
http://www.meetveracity.com

Number of years your Site has been operating (including current year)

Please enter all years this Site has operated under your leadership or that of other PIs or co-Pis.
5

Site Schedule

Program Start Date
06/14/2021

Program End Date
08/16/2021

Program Overview

Please provide a description of your Site.

Oil spills have devastating effects on the surrounding environment for years after the initial spill, which is why it is critical to obtain an environmentally friendly remediation method. A food-grade dispersant composed of the surfactants lecithin and Tween 80 (LT) has recently been shown to have comparable effectiveness to current commercial dispersant formulation (e.g. Corexit) and it is expected to be environmentally friendly. In spite of this comparable effectiveness, however, little is understood about the interfacial phenomena that make this surfactant mixture an effective dispersant.

Eligibility

Please describe all eligibility criteria for participation at your Site.

You must be a STEM (Science, Technology, Engineering, Mathematics) major or (for MCCCD students) have an intention to become a STEM major.

You must have a GPA and major GPA of at least 3.25.
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 2 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.

- environmental science, oil spills,
7. System users
PIs may designate other individuals authorized to access and use the NSF ETAP on their behalf. Authorized users have the same access as PIs.
**Currently Authorized Users**

<table>
<thead>
<tr>
<th>Name</th>
<th>Sally Smith</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
<td>Co-Principal Investigator</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:ssmith@test.com">ssmith@test.com</a></td>
</tr>
<tr>
<td>Email Sent</td>
<td>No Email Sent</td>
</tr>
</tbody>
</table>

[RESEND EMAIL]

[DEAUTHORIZE]

[CONTINUE]

**Contact info**

Phone: 1-800-232-8024
Email: help@nsfetap.org

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**Designed and administered by**

Mathematica
8. Application information
PIs enter information regarding the 2020 application cycle and additional requirements, if any.

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

Application Timeline

Application open date: 09/03/2020
Application close date or deadline: 01/08/2021

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. They 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 document
Please upload a PDF document with any additional application requirements specific to your Site. (Limit 1 file)
Add questions

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

Question 1

Question 2

Question 3

Contact info
1-800-232-8024
help@nfsfetap.org

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9. Site applications and admissions

PIs record admissions decisions.

Site Applications and Admissions

The table below shows the applicants to your Site. 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.
- **Waitlisted**: Applicant will be made an offer if a slot becomes available (for example, when an admitted student declines an offer). If a waitlisted student is ultimately made an offer, please update the admission decision to “admitted.”
- **Not reviewed**: Applicant’s information was not reviewed (for example, when an application is late and is not considered for admission).

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

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Home Institution</th>
<th>References</th>
<th>Admission Decision</th>
<th>Applicant Decision</th>
<th>Application and References</th>
<th>Transcript</th>
<th>Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>100000847</td>
<td>James Cameron</td>
<td>Virginia Tech Carilion School of Medicine</td>
<td>1</td>
<td></td>
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<td></td>
<td>10/23/2020 05:14 PM</td>
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<tr>
<td>100000881</td>
<td>Test Test</td>
<td>Virginia Tech Carilion School of Medicine</td>
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<td>Admitted</td>
<td>Accepted</td>
<td></td>
<td></td>
<td>04/08/2020 01:50 PM</td>
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<td>Alderson Broaddus University</td>
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<td>Tom Student</td>
<td>Academy of Art University</td>
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<td></td>
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<td>10/27/2020 03:16 PM</td>
</tr>
</tbody>
</table>

---

**Contact info**

1-800-222-8024  
help@nsfnap.org

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**Designed and administered by**

Mathematica
Users click “edit multiple applicants” to edit applicant information in bulk.

### Edit Multiple Applicants

**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]

**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.

**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 help@nsfetap.org 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]
10. Site participants

PIs indicate whether accepted applicants participated in their Site.

Site 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. 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 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 due to personal or disciplinary reasons.
## Participants at Site: Research Experience for Undergraduates Site on Sustainable Land and Water Resources--A Community-Based Participatory Research Experience for Undergraduates

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Home Institution</th>
<th>Participant Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000000881</td>
<td>Test Test</td>
<td>Virginia Tech Carilion School of Medicine</td>
<td></td>
</tr>
</tbody>
</table>

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

You will be able to submit participant information after your program commences.
11. Data download

PIs download all available data or use filters to download subsets of data.

Data Download

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

PIs (and authorized users) are encouraged to provide feedback about their experience using the system.

Feedback

We want to hear from you!

Please share your experience 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 but was not available).

Please use the box below to share your comments or contact us at help@nsfetap.org or 1-800-232-8024. We welcome comments at any time!

Contact info

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

Designed and administered by Mathematica

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C. Common application screenshots: Reference letter form

Applicants are required to provide contact information for two references. The system then submits an email inviting the references to complete an online form about the applicant. PIs can access all applicant information, including submitted reference letters, electronically in one system.

Reference Form

Cecilia Speroni is applying to a research opportunity sponsored by the National Science Foundation and has identified you as a reference.

Please Tell Us About Yourself

First Name
Reference
Last Name
One
Title/Position
Professor
Institution
Hamilton College
Department
Phone

Please Tell Us About Cecilia Speroni

How long and in what capacity have you known the applicant?
Months
Please enter a numeric value between 0 and 999.
Capacity
### How the Applicant Compares

How would you rate the applicant in overall ability and potential in comparison to others at the same academic level with respect to pursuing undergraduate research?

- Top 5%
- Top 10%
- Top 25%
- Top 50%
- Bottom 50%
- Unable to judge

### Abilities and Skills

Please rate the applicant on the following abilities and skills:

**MARK ONE ANSWER FOR EACH ITEM.**

<table>
<thead>
<tr>
<th></th>
<th>Outstanding</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>Unable to judge</th>
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</thead>
<tbody>
<tr>
<td>Intellectual ability</td>
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<td>○</td>
<td>○</td>
<td>○</td>
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<tr>
<td>Integrity</td>
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<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
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<tr>
<td>Work habits</td>
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<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
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<tr>
<td>General motivation</td>
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<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
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<tr>
<td>Leadership</td>
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<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Creativity</td>
<td></td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Ability to work with others</td>
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<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Maturity</td>
<td></td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
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<tr>
<td>Writing skills</td>
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<td>○</td>
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<td>○</td>
<td>○</td>
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<tr>
<td>Verbal communication</td>
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<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
</tbody>
</table>

### Letter of Reference

Please provide your opinion on the applicant's academic performance, research aptitude, and other factors that you consider relevant to the applicant's success in this opportunity and their future career. Your letter will be attached to each application the student submits through this system.

Upload a PDF that is less than 5 MB in size. Be sure your file is in pdf format and does not use password protection or other security features, as these will prevent reviewers from viewing the content of your upload.

---

**Contact info**

1-800-232-8029
help@nsfriap.org

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