

Web Survey Instructions - Part 1

Answering Questions

- The [List of Survey Questions](#) screen contains links to all of the survey questions.
- You may enter or change answers to Part 1 questions. You may view (but not change) answers to Part 2 questions.
- If you need help while completing the survey, please contact Lorraine Lewis at facilitiesurvey@westat.com, or 1-888-811-1838.

Saving Your Answers

- After answering each question, it is very important to click the "Save" button at the bottom of each question screen. This saves your answer in the survey system.
- **If you leave a question screen without clicking the "Save" button** (for example, by clicking the "Back" button), **any answers you've just entered will be lost.**

Finishing Later

- You can stop your work in the survey at any time - just be sure to click "Save" if you're in the middle of answering a question.
- When you come back, you'll arrive at the "List of Survey Questions" screen, and you'll be able to resume your work from there.

What the Icons and Shading Mean

- The survey uses two icons on the "List of Survey Questions" screen: Data Saved (✓), to acknowledge that you have entered data for a question, and Check Your Data (⚠) to signal that there is a question about the data you entered. For example, the Check Your Data icon (⚠) will appear on the "List of Survey Questions" screen if you report square feet of a medical school in one question, but report that your institution does not have medical school space in another question. However, you are not required to change your answers in order to send your complete survey.
- Depending on your answers to some questions, you may not need to complete other questions. For example, if you indicate that your institution does not have a medical school, you will not need to answer the other survey questions that pertain to medical schools. If you are not expected to answer a question, the link on the "List of Survey Questions" screen will be **shaded in gray**.

Provide information on accessing Part 2 or to reopen Part 2

- At the top of the List of Survey Questions is a link that you can use to send an email message to the Part 2 respondent with the login and password for Part 2. You can edit this text and send an email with any content that you wish.
- When the Part 2 respondent indicates that Part 2 is complete an email message will be sent to the address we have for you in our system. You will also see a message at the top of the Part 1 List of Survey Questions screen. If the Part 2 respondent requests, you can reopen Part 2 from the link within the message on that screen.

Print the Survey

- To access a PDF copy of the paper questionnaire, click on the "Print Blank Survey" tab at the top of the screen. You can print the PDF or save it for future reference.
- To print a copy of your survey showing the data that have been entered, click on the "Print Complete Survey" tab at the top of the screen.

Sending the Complete Survey to NSF

- When Part 1 and Part 2 are complete, the Institution Coordinator should send the complete survey to NSF. To do this, click "Send Complete Survey to NSF" at the bottom of the "List of Survey Questions" screen. When we receive the survey, we will review your responses and contact you with any questions.
- To revise a response after you have clicked "Send Complete Survey to NSF," please contact Lorraine Lewis at facilitiesurvey@westat.com, or 1-888-811-1838.

Confidentiality

- Information provided on research animal space (Questions 1 row i, 3, and 9F) and on the condition of S&E space (Question 6) will not be publicly available for individual institutions. In accordance with the National Science Foundation Act of 1950, as amended, and other applicable federal laws, your responses will not be disclosed in identifiable form to anyone other than agency employees or authorized persons.

Changes From Previous Survey Cycle

- **Fields of science and engineering (S&E)**

Changes have been made to the lists of disciplines included in some fields of S&E to be consistent with the 2010 Classification of Instructional Programs (CIP 2010). For a description of the fields of S&E, see [Question 2](#) or the [crosswalk](#)

[of survey fields of S&E](#) to the National Center for Education Statistics (NCES) 2010 Classification of Instructional Programs (CIP).

- **Research Animal Space**

Seven questions on research animal space from the last survey cycle have been deleted (question numbers shown below refer to those appearing in the FY 2009 survey):

- Condition of research animal space (Question 7)
- Biosafety level of research animal facilities (Question 8)
- Research animal facilities: repairs and renovations (Question 10)
- Research animal facilities: planned repairs and renovations (Question 15)
- Research animal facilities: planned new construction (Question 18)
- Research animal facilities: deferred repairs and renovations (Question 21)
- Research animal facilities: deferred new construction (Question 24)

[**Go to List of Survey Questions**](#)