

## NOAA Cooperative Science Center (CSC) Student Tracker Data Entry Guidance

NOAA Student Tracker, <https://oedwebdbapps.iso.noaa.gov/StudentTracker>

The NOAA Education Student Tracker is open annually, from June 1 through September 30. There are reminders in tabs to remind CSCs that each time the Tracker is open for data entry, the missing data must be addressed.

Accurate data entry is critical to report the funding for the awards during the open period. CSC's create, update, add, and clean up student records to ensure that the data entries will allow the Centers and NOAA to have a complete 50% annual direct student support record for each CSC award. All data entered in the NOAA Student Tracker must be verified as valid by the recipient institution responsibility for complete and accurate data entry rests with the award recipient organization. Where clarification or additional information is needed about this guidance, please reach out to the NOAA Educational Partnership Program with Minority Serving Institutions ([EPP/MSI](#)) using, [oed.epp10@noaa.gov](mailto:oed.epp10@noaa.gov). Thank you.

### Demographic Tab

1. examine every entry for correctness;
2. U.S. Citizenship verification is an award requirement;
3. data entry for Non-school email address is an award requirement;
4. Biosketch info must include the Center Thematic areas in which the student was associated/mentored while supported with CSC award funds. For the updating of biosketch - where student has graduated or left the CSC award support the biosketch data should reflect that information; update information each time the Student Tracker is open and paying close attention to the verb tense. If the student has graduated, the information should be in the past tense.
5. URLs are required to be tested to determine that there are no broken links.

### Academic Tab

1. All of the data entered in the academic tab must be checked for accuracy and for completeness; dates are a particular area of concern. For example, check to ensure that the graduation date cannot be before the student had completed the core competencies such as social science, data science, etc. [A student could not have graduated in May, 2020 but in the student tracker the data entries show for *CSC Information* section that the student completed those requirements in 2021 December]. Academic tab Student exit information is

critical - once the student is no longer supported with CSC award funding, ensure that the information is cross-checked by the CSC award recipient institution before checking box that the information is valid. Thank you.

2. Information in the Academic tab must be complete - the graduation dates or expected graduation dates need to be checked and updated;
3. All of the required fields that are \* as well as the fields that reflect the student's academic level must be updated in the Academic tab sections for Program, Education; if it's a graduate student then all the Graduate Student section should be completed, including the NERTO Information;
4. For every student, the CSC Information and COHORT Information sections must be completed. Note: in the cohort information section, and where the student is no longer supported by the program, the Cohort Exit Reason and Next Steps are required to have the appropriate data entries.

**\*\*\*\*When/if the student needs a new academic record: Do reach out to the EPP/MSI Program, providing all of the asterisked information in the Academic tab. Thank you.**

### **Funding Tab**

The Funding tab is where NOAA cross-checks the documentation for meeting the 50% annual direct student support requirement. Explanatory notes are critical for data validation. **The funding amount must be entered accurately and the period (start thru end) it represents is necessary to crosswalk the information.**

1. Entries in the funding tab must indicate in the notes the unit rate for the funding and period covered. For example, if the entry is \$6000 for stipend, the data explanation for that particular entry should indicate what was the amount per month or per semester that equals that total cost entered for stipend, with start and end dates. Similarly, for tuition, Program needs the amount per semester that represents that number in a specified time interval.
2. Where information is entered in the Funding tab for travel or for professional development then there should be data entries in the professional development tab that correspond to the entries as those funding expenditures.

**The funding record in the Student Tracker must reflect the spending drawdown by the recipient for the each student who received award funds. At any time, the recipient can be requested to show records. Such a request could be random. There must be uniformity in amount and the time period, for**

**records of the award. The funding entries must reflect the investment of the public dollars for the specified award purpose. Thank you.**

### **Pipeline Tab**

The pipeline tab indicates whether the student is “active” that is true where a student is receiving support from the award. When the student is “inactive” that means the student is not receiving support from the Cooperative Science Center award.

1. Pipeline is active if the academic tab the student’s program status is active as that means the student is actively being supported in the CSC award.
2. If in the academic tab, the graduation status is yes or unknown then the pipeline tab data must be entered as inactive.

### **Professional Development Tab**

The Professional Development tab has several sections. Full and accurate entries are needed. Thank you.

#### NOAA Internship Training

Thank you.

#### Conferences

Data entries require **complete and accurate CONFERENCE title - Who, What. When. How (delivery i.e. virtual, etc. /participant mode) – for complete records.** The entered names are required to be full – acronyms as title will not be valid entries. Thank you.

#### CSC Professional Development

For each Professional Development activity, in addition to the title for the activity, **data entry must also provide the value derived for the specific student whose record is being updated.** The CSC PD activity may include, travel, conference attendance for workshop or participation in a specific component for learning. Generic information such as the objectives for the activity is not acceptable as a valid entry.

Where there is a record in the Funding tab for travel or professional development, there is required to be a corresponding entry in the Professional Development tab in the section(s) for Conferences and/or CSC Professional Development. Thank you.

## Fellowships

Where a CSC-award supported student remains as a CSC student (has not been awarded a degree) but is supported by a fellowship then will return to CSC support:

1. Enter data in the Fellowships section for EPP/MSI Graduate Fellows Program (GFP)
2. Enter data in the Fellowships section for (e.g. Knauss Marine Policy Fellowship) students who will return to the CSC.

Where the CSC student with the fellowship will not return to CSC support, then the Student Exit Tab section for Exit Fellowships must be used for data entry about the fellowship for the student's record. Thank you.

### **Awards and Publications Tab**

Complete an accurate, full citations are needed. The award year must be included.

For publications, the information must be accurate at the URL must be provided Where students are the first author that should be provided in the data entry for publications in student record. Thank you.

### **Student Exit Tab**

The Student Exit tab has three sections: Further Education, Employment, Exit Fellowships.

Complete and accurate data entry requires the recipient to enter data for tracking the Center award-supported students **after completion** at or **after supported**, i.e. the award support has stopped.

**Student exit data entries are required for FY16 award Professional Development i.e. non-cohort students in addition to Cohort students.**

**Tracking of the Center-award supported students up to three years after completion or exit point is required by each CSC award.**

For students, no longer supported with the CSC award, if employed the CSC must enter data about where and at what level - for the student's next steps.

If the student's next steps are in further education - Center is required if in graduate training, to provide: name of institution; what level or areas of study; or for postdoctoral arrangement - enter data with institution or organization.

For complete data entry, enter the institution or employment sector; add position.

**\*\*\*Special Instructions for FY16 Award CSC Professional Development Activity for Non-Cohort Support (e.g. Rising Sophomore training opportunity)**

Requires Data Entry for:

Demographics Tab - Entry must be complete.

Academic Tab: Must have data entered as provided in the numbered items below:

1. Student's Program Status = NONE
2. Graduation Status: = UNKNOWN
3. Degree Level: = NO DEGREE
4. MAJOR = RELEVANT INFORMATION
5. RESEARCH TITLE = Required.
6. ACADEMIC RESEARCH ADVISOR = MUST HAVE DATA ENTERED.
7. CSC Award Number: REQUIRED
8. **COHORT Information = BLANK.**

**NOTE: Graduation status and an actual graduation in NEVER entered in the Academic Tab for Non-Cohort students in Professional Development supported with FY16 CSC award funding.**

Pipeline Tab: Inactive

Funding Tab: Professional Development \$ funds spent. PLUS the Notes section must have text explaining the expenditure and the time (start to end) of the support.

Professional Development Tab

Enter data in the section with heading: CSC Professional Development

## Student Exit Tab

Only enter data here when the longitudinal tracking by the Center has information about graduation and next steps.

Thank you.

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### **Queries or for Support**

Where queries or assistance is needed for data entry, the recipient will follow the established protocol to contact program through email to, [oed.epp10@noaa.gov](mailto:oed.epp10@noaa.gov). The recipient will: (a) identify the student fully - all names - with subject line “student tracker data entry”; (b) provide all data that are \* for the Demographic and Academic tabs; (c) send full information including screenshots to NOAA; (d) allow two business days for a response.

Note. During the Student Tracker data entry open period, the Program sets aside 1 to 3 PM each Wednesday and Friday for response to queries.

The CSC award recipient is responsible for verification that all data entries are full and accurate across the Tracker. Thank you.

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### **Voluntary Alumni Update System**

The EPP/MSI team continually seeks to have up-to-date supported students – now alumni records. Please encourage EPP/MSI Center alumni to update their current career and contact information using the NOAA Education Voluntary Alumni Update System <https://oedwebdbapps.iso.noaa.gov/studenttracker/vaus/>.

Information entered into this system will reach the team directly and will be linked to the student’s existing record in the Student Tracker database. Thank you.

(Last update: January, 2023)