



# Association for Institutional Research



***Improving Institutional Research in  
Postsecondary Educational Institutions***



***2009 Fellowship for  
National Summer  
Data Policy Institute***



***Application Deadline: March 16, 2009***

## Overview

With support from the National Science Foundation (NSF) and the National Center for Education Statistics (NCES), the Association for Institutional Research (AIR) operates the National Summer Data Policy Institute. The Institute is an intensive introduction to NSF and NCES datasets and research methodologies using large national data sources.

The Institute is open to:

- Institutional research professionals who wish to increase their knowledge of national datasets and skills for using such data in their IR role on campus
- Faculty and graduate students with research interests in postsecondary education
- Staff from state and national associations with interests in postsecondary data sources
- Postsecondary education researchers from non-U.S. institutions (limited spaces)

**Note:** All participants must have basic knowledge of statistical methods and experience using statistical software packages (e.g., SPSS, SAS).

The Institute aims to achieve four major objectives:

- Stimulate interest in using national data to address research questions in institutional research, the social sciences, and education
- Instruct Fellows in the methods of using national data to conduct analyses, with primary emphasis on the new Web-based data analysis systems developed by NSF and NCES
- Enhance understanding about methodological and technological issues relevant to national data collection
- Encourage collaboration between Fellows and NSF and NCES staff to improve future data collection and analysis

Fellowship selection is based on a brief application. The deadline for applications is March 16, 2009. Selection decisions will be announced no later than the first week of April.

The application components are outlined below. For detailed information, see the National Summer Data Policy Institute Guidelines on page 5.

1. Contact information
2. Statement of interest and applicant's learning goals
3. Statement of current research interests

## 2009 National Summer Data Policy Institute

4. Self-assessment of statistical and research skills, and knowledge of NSF/NCES datasets
5. Abbreviated curriculum vita
6. Letter of support (for graduate students only)

Applications must be submitted online. Assistance is available from the AIR grant staff at [air@airweb.org](mailto:air@airweb.org) or 850-385-4155 x200

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The Institute will be held June 21 – 27, 2009 at the Bolger Center in Potomac, Maryland. Hotel, meals, and instructional costs are provided for selected Fellows. U.S. travel is covered in full; international travel is covered up to \$700.

Overview of the Institute schedule:

- Fellows will devote the equivalent of one full day to background reading and preparation prior to attending the Institute
- Sunday, June 21 – Travel to Washington D.C. and Institute registration
- Monday, June 22 and Tuesday, June 23 (8:00 a.m. to 5:00 p.m.)
- Wednesday, June 24 – Day trip to either NSF or NCES
- Thursday, June 25 and Friday, June 26 (8:00 a.m. to 5:00 p.m.)
- Saturday, June 27 (8:00 a.m. 12:00 noon) and travel home
- After returning home, Fellows will devote the equivalent of one full day in preparing a narrative evaluation of their Institute experience

The Institute includes lectures, demonstrations, and hands-on instruction (a laptop computer with wireless Internet capabilities is required). Topics and activities include:

- Data Policy Seminars from leading national policy experts
- Overview of NSF databases
- Overview of NCES databases, including a focus on IPEDS data
- Demonstrations and exercises using specific datasets
- Technical issues using national datasets
- Data confidentiality
- Applying for restricted use license
- Day trip to either NSF or NCES
- Opportunities to network and collaborate with colleagues

## Application Process

STEP 1: Individuals are encouraged to begin the application process as early as January 16, 2009 by providing initial contact information as the first step: name, e-mail address, physical address, phone number and institution affiliation. Providing this information assures that updates and deadline reminders will be sent to the e-mail address provided. Providing contact information does not commit an individual to submit an application. Go to [airweb.org/nsdpcontactinfo.html](http://airweb.org/nsdpcontactinfo.html) to enter your contact information.

STEP 2: Review the Fellowship for National Summer Data Policy Institute Guidelines

STEP 3: Individuals will use the unique Web address sent to them via e-mail after completing Step 1 to complete their online application. **It is recommended that applicants write each section using word processing software and, when finalized, cut and paste the text into the online application.**

*Note:* Applicants can save parts of their application and return later, via their unique Web address, to add and/or edit information until either they finalize their application or the application process closes at midnight Eastern Standard Time the evening of March 16, 2009. If the e-mail with the unique Web address is misplaced, please contact the AIR grant staff at [air@airweb.org](mailto:air@airweb.org) or 850-385-4155 x200.

STEP 4: Graduate students only – Refer to application component #6 (Letter of Support) on page 5.

STEP 5: Submit the online application. When an application is successfully submitted a confirmation message will be sent to the applicant. It is the applicant's responsibility to submit the final application and save the confirmation notice as receipt of a successful submission.

For questions and assistance please contact the AIR grant staff at [air@airweb.org](mailto:air@airweb.org) or 850-385-4155 x200.

An application may be withdrawn at any time before the final award decision is made. A request for withdrawal must be sent to [air@airweb.org](mailto:air@airweb.org). Confirmation of the withdrawal request will be sent to the applicant.

## **Selection Process and Award Announcement**

Applications are reviewed by AIR and a panel of national experts. Selection decisions will be announced no later than the first week of April. Applicants are cautioned that only the AIR Executive Director may make commitments, obligations, or awards. Fellowship recipient names and institutional affiliations are part of the public record that is provided to NSF and NCES and listed on the AIR Web site.

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## **Information for Funded Fellowships**

### **Coordination of Travel to Institute**

Detailed instruction for booking flights and making other travel arrangements will be provided in a letter to each selected Fellow.

### **Preparation for Institute**

Fellows will need to devote the equivalent of one full day to background reading and preparation prior to attending the Institute. Electronic reading documents will be sent to Fellows in advance of the Institute. Fellows will also be required to participate in an online survey prior to the Institute detailing their current knowledge of NSF/NCES datasets.

### **Final Report**

Fellows are required to submit a two page narrative evaluation of the Institute experience to AIR no later than thirty days after the Institute. This should be an overview of the Institute experience, including a description of the impact of the Institute on the Fellow's institutional research practices, future research plans, or other scholarly endeavors.

## Fellowship for National Summer Data Policy Institute Guidelines

A complete application is comprised of:

- 1. Contact Information**  
Includes: name, e-mail address, physical address, phone, institutional affiliation
- 2. Statement of Interest and Applicant's Learning Goals** (limit 300 words)  
Please provide a narrative description of your interest in, and learning goals for, attending the Institute. Please be specific about the data sources of greatest interest to you. (For a list of NSF/NCES datasets, see the Appendix).
- 3. Statement of Current Research Interests for Publication, Dissertation, or Decision-support** (limit 300 words)  
Please describe your current research interest or an IR challenge that you would like to address using the national datasets.
- 4. Self Assessment of Statistical and Research Skills, and Knowledge of NSF/NCES Datasets** (limit 300 words)  
Please explain your level of skill in statistics and statistical software packages, research methods, and current knowledge of NSF/NCES datasets. Graduate students may wish to explain how the Institute fits into their academic plan for acquiring such skills.
- 5. Abbreviated Curriculum Vita** (no more than 3 pages)  
Please include your education, publications (if any), work experience, and other professional accomplishments. The CV should be uploaded as a PDF document into the online application.
- 6. Letter of Support** (required for graduate students only)  
Graduate students must provide a one page signed letter of support from their department chair or dissertation advisor. Please instruct your department chair or dissertation advisor to indicate if attendance at the Institute will count for academic credit or fulfill a requirement for a certificate or degree program. The letter may be submitted in the formats reflected on the next page:

- Mailed via U.S. Postal Service (postmark date no later than March 16) to:  
Fellowship for National Summer Data Policy Institute  
Association for Institutional Research  
1435 E. Piedmont Drive, Suite 211  
Tallahassee, FL 32308
- Uploaded as a PDF document into the online application

## National Summer Data Policy Institute Rating Rubric

Reviewers use the criteria below to rate applications.

### Section 1: Rating of the Application

Score

To what extent does the applicant show a compelling interest in attending?

Low	Marginal	Acceptable	High	Very High
1	2	3	4	5

To what degree has applicant described clear and achievable learning goals for Institute attendance?

Low	Marginal	Acceptable	High	Very High
1	2	3	4	5

To what extent are the learning goals appropriate for the Institute?

Low	Marginal	Acceptable	High	Very High
1	2	3	4	5

To what degree has the applicant described a research interest/ IR challenge related to the use of NSF/NCES datasets?

Low	Marginal	Acceptable	High	Very High
1	2	3	4	5

To what extent does the applicant possess the data skills and overall capabilities to fully participate in the Institute?

Low	Marginal	Acceptable	High	Very High
1	2	3	4	5

**Total Score:**

### Section 2. Award Recommendation

Should AIR award a Fellowship to this applicant?

- Award
- Consider Awarding
- Do Not Award

## Appendix

### NSF/NCES DATASETS

#### NSF DATASETS

National Survey of College Students (NSCG)  
National Survey of Recent College Graduates (NSRCG)  
SESTAT  
Survey of Doctorate Recipients (SDR)  
Survey of Earned Doctorates (SED)  
Survey of Federal Funds for Research and Development  
Survey of Federal Science and Engineering Support to Universities, Colleges, and Nonprofit Institutions  
Survey of Graduate Students and Postdoctorates in Science and Engineering  
Survey of Industrial Research and Development  
Survey of Science and Development Expenditures at Universities and Colleges (academic R&D)  
Survey of Science and Engineering Research Facilities  
WebCASPAR

#### NCES DATASETS

Baccalaureate and Beyond Longitudinal Study (B&B)  
Beginning Postsecondary Student (BPS) Longitudinal Study  
Career/Technical Education Statistics (CTES)  
Educational Longitudinal Study of 2002 (ELS: 2002)  
High School and Beyond (HS&B)  
IPEDS 12-Month Enrollment (E12)  
IPEDS Completions (C)  
IPEDS Fall Enrollment (EF)  
IPEDS Finance (F)  
IPEDS Graduation Rate (GRS)  
IPEDS Human Resources (HR)  
IPEDS Institutional Characteristics (IC)  
IPEDS Student Financial Aid (SFA)  
National Education Longitudinal Study of 1988 (NELS:88)  
National Household Education Survey (NHES)  
National Postsecondary Student Aid Study (NPSAS)  
The National Study of Postsecondary Faculty (NSOPF)