



# Association for Institutional Research

***2017 NCES Data Institute:  
Using Federal Datasets to Support Research on  
Postsecondary Education***

***Application Guidelines***

Application Deadline:  
March 15, 2017  
11:59 PM (EDT)



# Overview

With support from the National Center for Education Statistics (NCES), the Association for Institutional Research (AIR) operates the NCES Data Institute: Using Federal Datasets to Support Research on Postsecondary Education. The Institute is an intensive introduction to NCES datasets and research methodologies using large-scale national data sources.

The Institute aims to achieve four major objectives:

- Stimulate interest in using IPEDS, Sample Surveys, and other federal data to address current and future research questions in institutional research, the social sciences, and education;
- Instruct participants in the methods of using IPEDS, Sample Surveys, and other federal data to conduct analyses;
- Enhance understanding about methodological and technological issues relevant to IPEDS and national sample survey data collections; and
- Encourage collaborative research studies between participants and agency staff to improve future IPEDS data collection and analysis.

The Institute is open to individuals looking to:

- Increase their knowledge of IPEDS and other NCES federal datasets;
- Understand how federal data are utilized in postsecondary education research; and
- Begin forming their own research questions to improve decision-making and success in higher education.

Note: The intended audience includes institutional research professionals, faculty, graduate students, staff from state and federal agencies, and national associations. Participants must be affiliated with a U.S. postsecondary education institution, U.S. state or federal agency, or U.S. affiliated higher education association or non-profit entity.

The Institute includes lectures, demonstrations, hands-on instruction, and small group work. A laptop computer with wireless internet capabilities is required. All participants must have basic knowledge of statistical methods and experience using statistical software packages (e.g., SPSS, SAS, STATA).

Attendee selection is based on a brief application. The deadline for applications is March 15, 2017. Selections will be announced on April 7, 2017.

The application components are outlined below.

1. Contact information
2. Statement of interest and applicant's learning goals
3. Statement of current research interests
4. Self-assessment of statistical and research skills, and knowledge of NCES datasets and Sample Surveys
5. Abbreviated curriculum vita
6. Agree to Institute terms/expectations

Applications must be submitted online. Assistance is available from the NCES Data Institute Team at [NCESDataInstitute@airweb.org](mailto:NCESDataInstitute@airweb.org) or 850-385-4155 (option 7).

# 2017 NCES Data Institute

## Preparation for Institute

### *Travel/Accommodations*

Attendees are responsible for their own travel, lodging, and meals for the Institute. Attendees will be asked to share travel/lodging plans with AIR no later than May 22, 2017. AIR has secured a limited number of hotel sleeping rooms at a special group contracted rate. Additional information will be provided upon acceptance to the Institute.

### *Educational Expectations*

Attendees will be asked to complete an online survey and devote the equivalent of one day to background preparation prior to attending the Institute.

## Institute Highlights

- June 12 – 14, 2017, U.S Department of Education Potomac Center Plaza, Washington, D.C.
  - Monday, June 12 and Tuesday, June 13 - 9:00 a.m. to 5:00 p.m.
  - Wednesday, June 14 - 9:00 a.m. to 3:00 p.m.
- Variety of instructional delivery methods - demonstrations, discussions, PowerPoint presentations, and hands-on computer based training exercises
- Provided at no charge to attendees
- Topics and activities include:
  - Overview of IPEDS and NCES Sample Surveys
  - Demonstrations and exercises using specific datasets/sample surveys (see full list below)
  - Technical issues using national datasets and tools
  - Data confidentiality and application process for a restricted use license
  - Small group project work
  - Opportunities to network and collaborate with colleagues

## IPEDS Datasets

### Fall Collection

Institutional Characteristics (IC)  
12-Month Enrollment (E12)  
Completions (C)

### Winter Collection

Student Financial Aid (SFA)  
Graduation Rates (GR)  
200% Graduation Rates (GR200)  
Admissions (ADM)  
Outcome Measures (OM)

### Spring Collection

Fall Enrollment (EF)  
Finance (F)  
Human Resources (HR)  
Academic Libraries (AL)

## Sample Surveys

Baccalaureate and Beyond Longitudinal Study (B&B)  
Beginning Postsecondary Student Longitudinal Study (BPS)  
Educational Longitudinal Study of 2002 (ELS: 2002)  
High School Longitudinal Study of 2009 (HSLs)  
National Postsecondary Student Aid Study (NPSAS)

# Application Process

**STEP 1:** Individuals are encouraged to access and begin the online application process by providing name, email address, phone number, physical address, and institution affiliation as early as February 1, 2017. Providing this information assures that updates and deadline reminders will be sent to individuals via the email address provided. Providing contact information does not commit an individual to submit an application.

**STEP 2:** Complete the online application no later than 11:59 PM (EDT) on March 15, 2017. **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 an application and return later to add and/or edit information until the application is finalized or the application system closes at 11:59 PM (EDT) on March 15, 2017.

**STEP 3:** 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 NCES Data Institute Team at [NCESDataInstitute@airweb.org](mailto:NCESDataInstitute@airweb.org) or 850-385-4155 (option 7).

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

## Selection Process

Applications are reviewed by AIR and a panel of national experts using the rating rubric on page 5. Selection notifications will be announced on April 7, 2017.

# NCES Data Institute Application Guidelines

A complete application is comprised of:

1. **Contact Information**

Name, email address, phone number, physical address, and institution affiliation.

2. **Statement of Interest and Learning Goals** (limit 300 words)

Describe 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 NCES datasets, see page 2).

3. **Statement of Current Research Interests for Publication, Dissertation, or Decision-support** (limit 500 words)

Describe your current research interest or an IR challenge that you would like to address using the national datasets and how you anticipate this may advance higher education research or influence/inform decision-making on your campus.

4. **Self-Assessment of Statistical and Research Skills, and Knowledge of NCES Datasets** (limit 300 words)

Explain your level of skill in statistics and statistical software packages, research methods, and current knowledge of NCES datasets. Graduate students may wish to explain how the Institute fits into their academic plan for acquiring such skills.

5. **Abbreviated Resume or Curriculum Vita** (no more than 3 pages)

Submit in PDF format and include your education, publications (if any), work experience, and other professional accomplishments.

6. **Agree to Institute Terms**

- a. Arrange and pay for my own travel, lodging, and meals for the Institute
- b. Share my travel/lodging plans with AIR no later than May 22, 2017
- c. Complete an online survey and devote the equivalent of one day to background preparation prior to attending the Institute
- d. Attend the entire Institute and complete a post Institute evaluation
- e. Bring a MAC or PC laptop with wireless capability
- f. Notify AIR immediately if I am unable to attend the Institute

# NCES Data 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 the Institute?

Very Low      Low      Acceptable      High      Very High  
1              2              3              4              5

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

Very Low      Low      Acceptable      High      Very High  
1              2              3              4              5

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

Very Low      Low      Acceptable      High      Very High  
1              2              3              4              5

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

Very Low      Low      Acceptable      High      Very High  
1              2              3              4              5

What is the likelihood that the applicant's learning goals will advance higher education research or influence their institution's decision making?

Very Low      Low      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?

Very Low      Low      Acceptable      High      Very High  
1              2              3              4              5

**Total Score:**

## Section 2. Recommendation

- Select
- Consider Selecting (if space available)
- Do Not Select