



## **Data Submission Deadline is January 31, 2020**

### **2019 Data Collection Form**

**WEB PORTAL SUBMISSION FORMAT – PLEASE READ BEFORE SUBMITTING DATA.**

**We will only accept submissions through the web portal.**

#### **Before Submitting Data**

To start the registration process please go to our Fees Schedule and Payment Option page and complete all the required information. You will need to supply the name of the person responsible for submitting the data, your schools FICE Code, Carnegie Classification and whether you are a public or private institution. We have supplied look-up links for your convenience.

Once your payment has been received you will be sent a username and password to access your institution's web portal platform. Click here for a Cost Study Instructional Power Point Demonstration on using the web portal.

Contact us if there are any questions at 302-831-2021 or [ire-cost@udel.edu](mailto:ire-cost@udel.edu).

#### **Preparation for Data Submission**

Welcome to the 2019 Delaware Cost Study submission process. All data will be submitted through our web portal submission platform. You have two options to enter your data by keying in data on individual program pages or uploading a flat file (Excel fixed column file) into the web portal. All program pages must be verified before you will be able to submit your institution's data.

#### **Supplementary Resource**

Step by step [instructional videos](#) on how to use the Web Portal.



## Six Steps for Completing the 2018 Delaware Cost Study

### Step 1. Log into the web portal and complete your profile if needed.

Log in.

Use a local account to log in.

[Log in Form](#)

User name  
 The User name field is required.

Password  
 The Password field is required.

Remember me?

Make sure the current cycle of the study, “2019” is selected from the dropdown box in the upper right corner. Returning participants can view their past data submissions no earlier than 2016 by selecting a different cycle.

Portal Home Cost Study Website Contact Us

Change study year: 2019 ▼

#### **Note 1: “administrative user” versus “view-only user”:**

For security reasons, we only issue administrative privileges to one user at each institution. The designated Administrative User will be responsible for gathering and inputting the data and will have the ability to create additional ‘view only’ usernames and passwords for their institution. For example, if you would like to send the data to a program chair, business officer or top administrators for review, you will have the ability to create a “view-only” username and password for each person. This privilege should only be given to members of your campus community as per our “Terms of Use Agreement”.

#### **Note 2: The current password will expire after a year**

You will need to contact us to access the data, after one year, unless you are participating in the next cycle. If that is the case, your new password, will give you access to the prior years’ submission.

#### **Note 3: Cases when institution names start with “The”**

If the full name of your institution starts with “The”, the institution name should be written as “ABC University, The”.



## Step 2. Add (new participants) or Manage (returning participants) academic programs

New participants or past participants prior to 2015 need to first add the academic programs to be reported into the web portal by filling in the program names and the CIP codes.

### Your Institutions

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#### University of Example (-999999)

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- [Edit Institution Contact Info](#)
- [Add a department](#)
- [Upload data for multiple departments](#)
- [Submit data to the Delaware Cost Study](#)
- [Calculate the Institution Report values for this institution](#)
- [Recalculate Cost Data](#)
- [Download Collect Data file](#)

#### Science(40.01)

- [Edit Form](#)
- [Remove this program/department](#)
- [Edit Program Contact Info](#)

#### English(23.01)

- [Edit Form](#)
- [Remove this program/department](#)
- [Edit Program Contact Info](#)

Returning participants will have the responsibility to review all the existing programs added on the web portal. For a new cycle of data submission, things you need to examine include any changes to your program names and CIP codes, merging or separation of old programs, deleting inactive programs and so on. Failure to modify your changed programs will cause problems uploading your data later.

We encourage participants to use 6-digit CIP codes for each program. Please note that if you change your previous 4-digit CIP to 6-digit CIP for a program, you need to go into the 'Edit program Contact Info' to update your CIP before you can upload your file.

## Step 3. Upload or Key in Your Data for Each Program

Once you have added all program names and CIP codes, each program will have a web form which resembles our old Excel template and collects the same information such as degree



numbers, faculty counts, instructional course loads, and cost data. You have two options to populate those forms: 1) by uploading an Excel flat (format-free, formula-free) file.

A CIP list is displayed on each program's web form. This will enable to you move from program to program within the portal, simply by clicking on the name of the program.

**Need Help?**

- [Data Definitions](#)

**Other Departments for University of Example**  
**Total Programs: 13**

- [Communication \(9.01\)](#)
- [Computer Science \(11.01\)](#)
- [Special Education \(13.1\)](#)
- [English \(23.01\)](#)
- [Mathematics \(27.01\)](#)
- [Science \(40.01\)](#)
- [Economics \(45.06\)](#)
- [Geography \(45.07\)](#)
- [Music \(50.09\)](#)
- [Physical Therapy \(51.23\)](#)
- [Accounting \(52.03\)](#)
- [Computer Science \(54.01\)](#)
- [History \(54.01\)](#)

## Step 4. Review Data Submission

Review each page of the populated web forms to ensure your data is correctly extracted and reported. We suggest examining the following things with extra caution.

### A. Address red flags

Red flags may appear on some of your forms to remind you of potential data errors. Please fix any identified errors to remove those flags. Not all flags indicate data errors. You can also explain your data has been verified by clicking on "Review for Submission" on the bottom of the page and filling in a text box.

### B. Non-degree granting program

Check the box under the degree numbers if this is a non-degree granting program. If that is a



new program without degrees awarded, we ask that you estimate the number of degrees that will be granted in the first cohort. If that information is not available, please put a 1 as a place holder to distinguish the level/levels of degrees that the program will grant.

	3 Year Average First Majors Only	3 Year Average Degrees Awarded (double majors, etc.)
Please indicate the average number of degrees for years 2014-2015, 2015-2016, 2016-2017		
Bachelor's	<input type="text" value="0"/>	<input type="text"/>
Master's	<input type="text" value="66"/>	<input type="text"/>
Doctorate	<input type="text" value="0"/>	<input type="text"/>
Professional	<input type="text" value="0"/>	<input type="text"/>

This is not a degree granting program.

### C. Undergraduate / Graduate On-line SCH (Fall and Total Year)

Supply the total number of online UNDERGRADUATE credit hours for Fall 2017  
  We do not have this data

Supply the total number of online GRADUATE credit hours for Fall 2017  
  We do not have this data

\*Online hours should be a subset of hours listed in the above table.

Total UNDERGRADUATE ONLINE student credit hours  
  We do not have this data.

Total GRADUATE ONLINE student credit hours  
  We do not have this data.

If you are unable to supply this data please check the boxes, if you do not have on-line SCH please place a zero in each of the boxes.

### D. Total direct expenditures for separately budgeted research activities and public service activities



Total direct expenditures for separately budgeted research activities in Fiscal Year  
\$ |   We do not have this data.

Total direct expenditures for separately budgeted public service activities in Fiscal Year  
\$ 0  We do not have this data.

Those boxes should only be checked if you are unable to supply the data for this program, if there are no expenditures associate with the program, place a zero in the cell.

### E. Report Salary and Benefits Separately if Possible

Salary expenditures	Benefits expenditures	Benefits percentage
\$ <input type="text"/>	\$   <input type="text"/>	0 <input type="text"/> %

The first cell should contain **only** salary information. The next two cells are for Benefits costs; you may **either** enter complete actual benefit dollars **or** provide the percentage of salaries attributed to Benefits. Please be aware, the study **does not accept negative dollar amounts** for salary, benefits, research, public service or other expenditures.

## Step 5 View Your Institution Report (Preliminary Results)

The button 'Review your submission' on the bottom of each program page will take you to the preliminary tables previously found on page two of the template. The Preliminary Tables contain some of the more commonly used data from the study, and provide immediate percentages and ratios for that program. You may see additional red flags, in this section, concerning ratios that appear disproportionate to typical results. We would appreciate an email with a brief explanation for the unusual ratio.

Page two of the web portal has new 3-year averages for tables 3 and 4, which contain financial peer information, based on the Carnegie Classification, highest degree awarded, percentage of undergraduate degrees by either Public or Private institutions, to be used for immediate comparisons by program.



The screenshot shows a web application interface with a navigation bar at the top containing five tabs: 'Institutions', 'Users', 'Norms', 'Peer Analysis', and 'Reports'. The 'Reports' tab is highlighted in red. Below the navigation bar, the page is titled 'Cost Study Reports' and contains a bulleted list of links: '[Active Institutions for 2018](#)', '[Active CIP for 2018](#)', and '[Active Institutions with CIP for 2018](#)'. Below this list, the page is titled 'University of Example (-999999)' and contains another bulleted list of links: '[Download all data forms as PDF](#)', '[View Unapproved Institution Report](#)', '[Compare Direct Expenditures by Program](#)', and '[View all errors and flags \(New!\)](#)'. The last three links in the second list are highlighted in yellow.

## Step 6 Submit to the Delaware Cost Study

Once all your data has been entered and verified, please return to your Institution's Home page and select the 'Submit to The Delaware Cost Study' button. Your data will be automatically submitted to our office. We will review your submission and contact you if there are any remaining questions or concerns with your data. You will have to notify us, if you locked your submission in error, to unlock the portal.

**As always, please contact us if you are having trouble with the portal or have questions concerning the data required for the study. Thank you for participating in this year's study.**