THE UNIVERSITY OF DELAWARE HIGHER EDUCATION CONSORTIA

The National Study of Instructional Cost & Productivity (NSICP)

THE DELAWARE COST STUDY

How an institution joins the study has changed: With the development of our new web portal submission process, you must first pay the Participation Fee in order to register to join the study. At that time your institution will receive a username and password to access the portal. The first step in becoming a part of the 2016 Delaware Cost Study is to go to our Fees Schedule & Payment Options Page, to either pay by credit card or request an invoice. Note you will not be given access until payment has been received in our office (we do not accept purchase orders as payment).

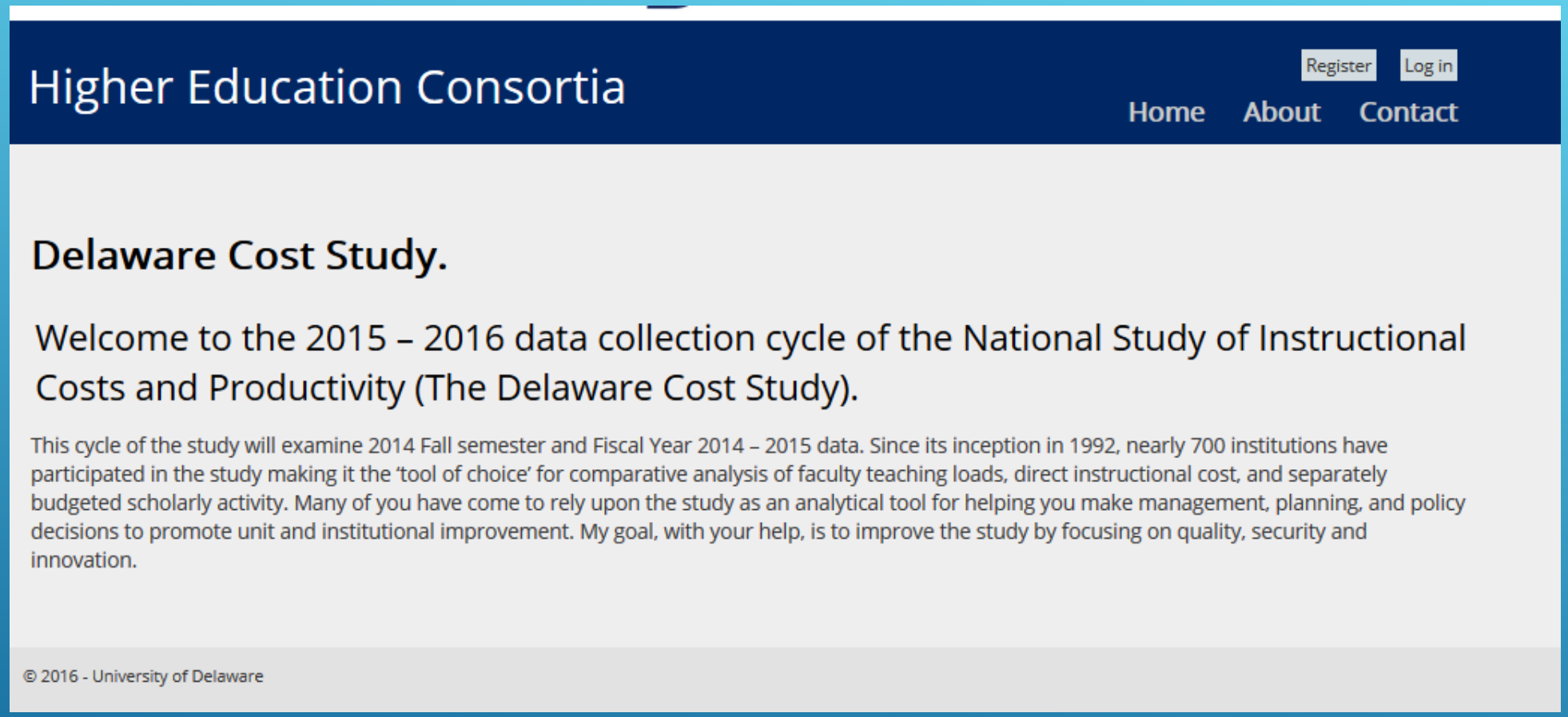
Registration and Payment Options - See Online Payment Info Below

The prices below are effective during the **2016 - 2017** Delaware Cost Study Cycle:

The cost to participate for the 2016-2017 cycle will be **$1,500.00**. An institution that commits to participating before October 31, 2016, will be offered a discounted price of **$1,250.00**. Any payments received after January 31, 2017 will be charged a late fee of **$250.00** for a total participation fee of **$1,750.00**. The results for the 2016 - 2017 Delaware Cost Study will be released in the summer of 2017.

All submission will be done through the web portal via file upload or data entry. This web view will facilitate data validation prior to submission. You will no longer be able to submit an ASCII file, an Excel flat file or in the Excel Template.

Introducing the new Web Portal



SUBMITTING DATA IN A MORE UP TO DATE, EFFICIENT FORMAT.

Getting started: Once you have received a username and password, and the Web Portal URL you can start to input your data.

The next series of slides are examples of the different pages in the new portal.

1. You can update your profile information at any time.

2. Add additional users to access the portal.

3. Enter the department name and CIP for each of the programs you are reporting in the study.

4. If you would like to keep the department contact person with your data, this is the place.

5. You will again see Error Messages in red for any data that is missing, seems disproportionate or inconsistent with what is required for that cell.

Update Your Profile

Update Your User Profile

First Name

Pat

Middle Name

Last Name

Kelly

Department

Institutional Research

Address

1234 Campus Dr.

Address Line 2

City

Anytown

State

DE

Zip Code

19716

Email address

pek@udel.edu

Phone number

302-831-2459

Save Changes **Cancel Changes**

Back to List

This portion of the web portal will be used in the place of our data transmittal form, please make sure the person responsible for submitting the data is your designated user. Please contact our office for information on gaining additional user access.

The first step in the process will be to add all the programs you will be submitting to the Study one at a time. *This is to insure that you are not missing any programs*. Once you have entered all programs a CIP list will be generated . If you have not first entered a CIP, you will be unable input the data for that program or upload data from a flat file. CIP's should be inputted at the 6 digit level (i.e. 9.0100)

Add A Department for University of Delaware (FICE: 1431)

Department Information

Department Name

Communications

CIP Code

9.0100 Communication and Media Studies

Department Contact Info

Address Line 1

332 Hullihen Hall

Address Line 2

162 The Green

City

Newark

State

DE

Zip Code

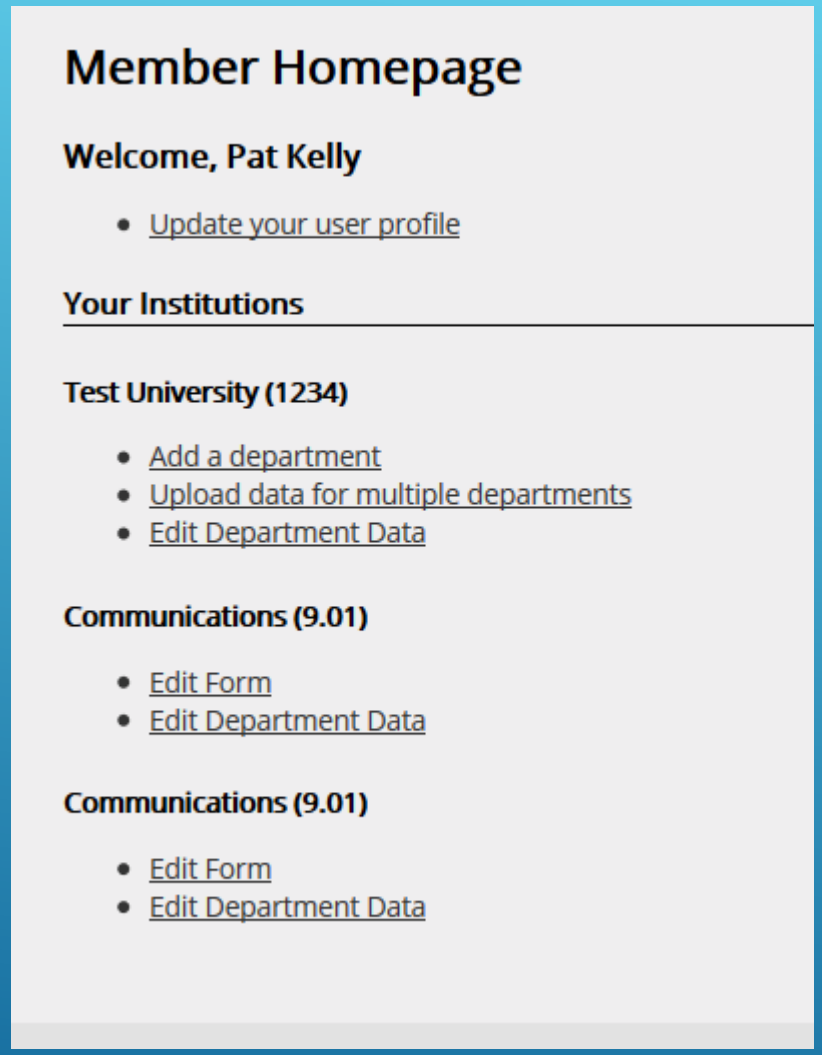
19716

Phone Number

302-831-2459

☐ **Check to add a new user.**

Save



On this page you will have the ability to add another user profile, update your contact information, verify your Carnegie Classification, enter your program name and CIP number, upload your file and keep track of your department contact information.

The top of every program page will have the institutions name, FICE Code, Carnegie Classification, the program name and CIP Code. You will note next to the CIP is the proper title for the CIP from NCES. On this page you will be able to see your CIP list and have the ability to click thru to the next program.

Data Entry Form

I. About Your Institution

Instituion: Test University

FICE: 1234

Carnegie Class: None Given

Program: Communications

CIP Code: 9.01 (Communication and Media Studies)

Choose your academic calendar

Semester

Other Departments for Test University

- Communications (9.01)
- English (23.01)

We kept the format of the web portal similar to the prior Cost Study Template.

	3 Year Average First Majors Only	3 Year Average All Majors
Bachelor's	12	15
Master's	2	2
Doctorate	0	0
Professional	0	0

☐ This is not a degree granting program.

This is where you will enter your degree information. The first column is for the 3 year average of 1st degrees awarded by program (based on the definition of 1st degrees in IPEDS). The second column is for the 3 year average of the total degrees awarded by program including 2nd and 3rd majors, etc. per student.

Please see our definitions page for further explanation before entering data.

Please note: In some cases the red error messages will not disappear until you hit the save button at the bottom of the page.

Part A data is for the Fall 2015 only.

FTE Faculty are entered in the first column. Any portion of the faculty workload paid from a separate budget (not the instructional budget) should be entered in the second column. This applies only to Regular Faculty. The FTE Instructional Faculty will be calculated.

II. Intructional Courseload: Fall Semester

Facutly

Classification	FTE Faculty Total	FTE Faculty Sept. Budg.	FTE Faculty Instructional
Regular faculty Tenured/Tenure Eligible	5	.50	4.5
Other Regular Faculty	4		4.0
Supplemental Faculty	2	NA	2.0
Teaching Assistants: Credit Bearing Courses	1	NA	1.0
Teaching Assistants: Non-Credit Bearing Activity	0	NA	0.0
Total	12	0.5	11.5

Some totals will not calculate until you click on the save button at the bottom of the page

Student Credit Hours

Classification	Lower Div.	Upper Div.	Undergrad Indv. Instuct.	Total Undergrad SCH	Grad	Grad Indv. Instruct.	Total Grad SCH	Total SCH
Regular faculty Tenured/Tenure Eligible	130	200	0	330	50	25	75	405.0
Other Regular Faculty	120	200	0	320	0	0	0	320.0
Supplemental Faculty	90	10	0	100	0	0	0	100.0
Teaching Assistants: Credit Bearing Coures	35	15	0	50	0	0	0	50.0
Teaching Assistants: Non-Credit Bearing Activity	NA	NA	NA	NA	NA	NA	NA	NA
Total	375.0	425.0	0.0	800.0	50.0	25.0	75.0	875.0

SCH (Student Credit Hours) should be entered per faculty level and by undergraduate lower division (usually 100 to 300 level classes, upper division (400 – 500 level)and graduate SCH for the fall 2015 semester. ***Individualized Instruction*** are credit hours earned by a student not in an organized class and should not have class sections associate with these credits.

Organized Class Sections

Classification	Lab/Dsc./Rec. Sections	Other Lower Div.	Other Upper Div.	Other Graduate	Total
Regular faculty Tenured/Tenure Eligible	0	3	1	1	5.0
Other Regular Faculty	0	3	1	0	4.0
Supplemental Faculty	0	2	1	0	3.0
Teaching Assistants: Credit Bearing Course	0	1	1	0	2.0
Teaching Assistants: Non-Credit Bearing Course	0	0		0	0.0
Total	0.0	9.0	4.0	1.0	14.0

Indicate the number of individualized instruction student credit hours from the total that are devoted to supervised doctoral dissertation.

0

Supply the total number of online UNDERGRADUATE credit hours for Fall 2014

100

Supply the total number of online GRADUATE credit hours for Fall 2014

25

Enter ***OCS*** (organized class sections) in the same way as the SCH, by lower division, upper division and graduate level. *An OCS is a class that meets in an organized fashion*, i.e. 2 times a week at 9:00 am the whole semester. For a complete definition of an OCS please consult the ***definitions page*** on our website.

III. Cost Data: Academic and Fiscal Year 2014 - 2015

Student Credit Hours Supported By Department/Discipline Instructional Budget

Total UNDERGRADUATE student credit hours: 800

Total UNDERGRADUATE ONLINE student credit hours: 200

Total GRADUATE student credit hours: 150

Total GRADUATE ONLINE student credit hours: 50

Total direct expenditures for instruction in Fiscal Year 2014 - 2015

Salary expenditures	Benefits expenditures	Benefits percentage	Other than personnel expenditures	Total expenditures
500000.00	140000	28	25000	665000.0

☐ This number includes benefits

Total direct expenditures for separaetly budgeted research activities in Fiscal Year 2014 - 2015

0

Total direct expenditures for separately budgeted public service activities in Fiscal Year 2014 - 2015

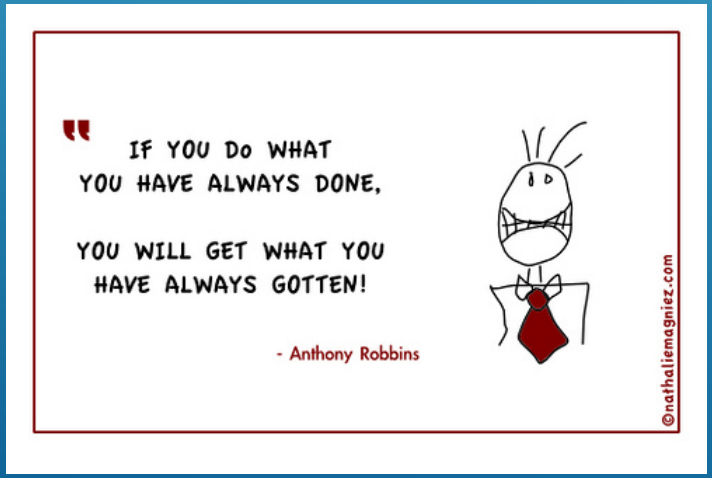
0

Save | Review for Submission

Providing accurate financial information to the Delaware Cost Study is an essential part of the Study. In order for all participants to make informed decisions in Higher Education; up to date, complete cost data is an important aspect of the ***National Study of Cost & Productivity***.

Once you have completed the first portion of the web portal and verified any inconsistency in the data, click on the Review for Submission and you will be taken to the same abbreviated tables found on our template. Things highlighted in red are metrics that look unusual, either too high or too low, based on previous studies or missing / unacceptable data. You will again be given the opportunity to go back and adjust your data before hitting the “Submit to UD” button.

By creating this new web portal, our hope is to improve the timeliness of the study, offer new and exciting analysis of the data collected and encourage new participants to join the study.



Please contact us at:
ire-cost@udel.edu
or
302-831-2459