

THE UNIVERSITY OF DELAWARE HIGHER EDUCATION CONSORTIA

The National Study of Instructional
Cost & Productivity (NSICP)

THE DELAWARE COST STUDY



How does an institution participate in the Delaware Cost Study?

In order to participate in the 2019 Delaware Cost Study, please go to our website www.ire.udel.edu/cost and select the "Registration and Payment Options" there you will have to ability to either pay the Participation Fee with a credit card or request an invoice. Once we have received your payment you will be registered to join the study. At that time your institution will receive a username and password to access the portal. Note you will not be given access until payment has been received in our office (we do not accept purchase orders as payment).

All submission are done through the web portal via an Excel Fixed Column .xlsx file upload or individual program data entry. The web portal will facilitate data validation prior to submission.



How to Submit Your Data in the Web Portal.

The screenshot shows the homepage of the Delaware Cost Study web portal. At the top, there's a dark blue header bar with the text "Higher Education Consortia" on the left and "Register" and "Log in" buttons on the right. Below the header, there are navigation links for "Home", "About", and "Contact Us". A large orange arrow points from the text on the right towards the "Log in" button. The main content area has a light gray background and features a section titled "Delaware Cost Study" followed by a welcome message about the study's history and purpose. At the bottom of the page, there's a copyright notice: "© 2017 - University of Delaware".

After you make your payment, you will be sent a username and password to login to the web portal

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



Portal Home Page

2019 Delaware Cost Study Member Homepage

Use the dropdown to change the study year ➔

Change study year: 2019 ▾

Welcome, Tom Eleuterio

Click here to update your user profile

• [Update your user profile](#)

Click here to add "View-Only" users

Institutions Users Norms Peer Analysis Reports

Your Institutions

University of Delaware (1431)

- [Edit Institution Contact Info](#)
- [Add a department](#) ➔ Click here to add a new program
- [Upload data for multiple departments](#) ➔ Upload an Excel file
- [Submit data to the Delaware Cost Study](#) ➔ When you are ready to submit

Agriculture & Nat Resources(1)

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

Applied Economics & Statistics(1.0103)

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

This box will contain a list of any programs not being submitted for the current year

Animal and Food Sciences(1.0901)

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

Plant and Soil Sciences(1.1101)

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

Click "Edit Form" on each program to enter data directly into the portal and/or verify your data.



On the home page you have the ability to add "View-Only" users, update your contact information, verify your Carnegie Classification, enter your program name and CIP number, upload your fixed column file and keep track of any department contact information.



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

1. Update your profile information at any time.
2. Add additional “View-Only” users to access the portal.
3. Enter the department name and CIP for each of the programs you are reporting in the study.
4. The format of the data entry form in the portal.
5. You will 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](#)

Updating Your User Profile

This portion of the web portal will be used to maintain your contact information. Please make sure the person responsible for submitting the data is your designated user when registering for the study. We will only issue one administrative user per institution.



Adding “View-Only” Users

For security purposes, each institution is only granted 1 administrative username. However, you have the ability to grant “View-Only” access to other members of your institution. This may include department chairs as they help you validate data or Deans with whom you would like to share final results.

Step 1
Select “Add User” under the “Users” tab on the home page

2019 Delaware Cost Study Member Homepage

Welcome,

- [Update your user profile](#)

Institutions Users Norms Peer Analysis Reports

Add User **Step 1**

Add To Institution(s): **Step 3**

- Agriculture & Nat Resources (1)
- Applied Economics & Statistics (1.0103)
- Animal and Food Sciences (1.0901)
- Plant and Soil Sciences (1.1101)
- Winterthur Pgm in Amer Matl Cu (5.0102)
- Black American Studies (5.0201)
- Women & Gender Studies OLD (5.0207)
- Women & Gender Studies (5.0207)
- Communication (9.0101)

Step 2
Enter the new user’s contact information, and create a username and password. Please record the usernames and passwords that you create.

Step 3
Select the programs for which this user should have “View-Only” access and click “SAVE”

Add A User **Step 2**

New User Info

First Name

Middle Name

Last Name

User name

Password

Confirm password

Email address

Save

Adding Programs

Higher Education Consortia

Hello, udel! [Log off](#)

[Portal Home](#) [Cost Study Website](#) [Contact Us](#)

Change study year: [2019 ▾](#)

2019 Delaware Cost Study Member Homepage

Welcome,

- [Update your user profile](#)

[Institutions](#) [Users](#) [Norms](#) [Peer Analysis](#) [Reports](#)

Your Institutions

University of Delaware (1431)

- [Edit Institution Contact Info](#)
- [Add a department](#) ←
- [Upload data for multiple departments](#)
- [Submit data to the Delaware Cost Study](#)

First time participants will have to add each program one at a time to ensure accuracy before uploading a file or inputting data.



Adding Programs

The first step in the process will be to enter 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.* **If your institution participated in 2015, 2016 2017 and/or 2018 your programs will already be entered in the portal.** 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 fixed column file. CIP's should be inputted at the 6 digit level (i.e. 9.0100) whenever possible

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



The Date Entry Form

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 that 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. There is also a link to our Definitions and Calculations webpage, for additional clarification.

Data Entry Form   Click here for a PDF of your portal page.

We've found some potential errors in your form: please review and correct them. Or, if you are satisfied with your input, check the box below indicating that you have reviewed it and resubmit. Thank you.

I. About Your Institution

Institution: Test University

FICE: 1234

Carnegie Class: Doctoral Universities - Highest Research Activity

Program: Communications

CIP Code: 9.01 (Communication and Media Studies)

Choose your academic calendar

Semester 

Hello, pek! [Log off](#)

[Home](#) [About](#) [Contact Us](#)

[Change study year: 2019 ▾](#)

Need Help?

- [Data Definitions](#)

Other Departments for Test University
Total Programs: 6

- [Communications \(9.01\)](#)
- [English \(23.01\)](#)
- [Foreign Languages \(16.01\)](#)
- [Nursing \(51.38\)](#)
- [History \(54.01\)](#)
- [Foreign Languages \(16.01\)](#)



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



3 Year Average First Majors Only

3 Year Average Degrees Awarded (double majors, etc.)

Please indicate the average number of degrees for years 2015-2016, 2016-2017, 2017-2018

Bachelor's

<input type="text"/>	<input type="text"/>
----------------------	----------------------

These numbers should be equal to or greater than the first column.

Master's

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Doctorate

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Professional

<input type="text"/>	<input type="text"/>
----------------------	----------------------

This is not a degree granting program. There are no degrees listed but the program is not marked as a non-degree granting program - please supply the missing 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.

This is where you will enter your degree information. The first column is for the 3 year average of 1st degrees awarded by program only (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. If this is not a degree granting program, check the box.

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



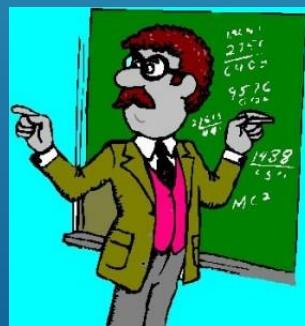
Part II data is for the Fall 2018 only.

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. Instructional Courseload: Fall Semester (Fall 2018)

Faculty

Classification	FTE Faculty Total	FTE Faculty Sept. Budg.	FTE Faculty Instructional
Regular Faculty Tenured/Tenure Eligible			0.0
Other Regular Faculty			0.0
Supplemental Faculty		NA	0.0
Teaching Assistants: Credit Bearing Courses		NA	0.0
Teaching Assistants: Non-Credit Bearing Activity		NA	0.0
Total	0.0	0.0	0.0



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



Student Credit Hours

Classification	UG Lower Div.	UG Upper Div.	Undergrad Indv. Instruct.	Total Undergrad SCH	Grad	Grad Indv. Instruct.	Total Grad SCH	Total SCH
Regular Faculty Tenured/Tenure Eligible							0	
Other Regular Faculty							0	
Supplemental Faculty						0	0	
Teaching Assistants: Credit Bearing Courses							0	
Teaching Assistants: Non-Credit Bearing Activity	NA	NA	NA	NA	NA	NA	NA	NA
Total	0	0	0	0	0	0	0	0

Supply the total number of online UNDERGRADUATE credit hours for Fall 2018

We do not have this data

Supply the total number of online GRADUATE credit hours for Fall 2018

We do not have this data

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



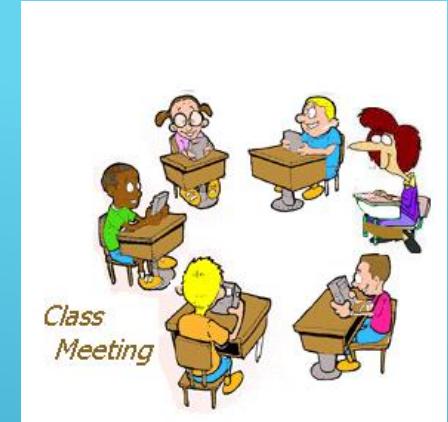
SCH (Student Credit Hours) should be entered per faculty level and by undergraduate lower division (usually 100 to 300 level classes, upper division (400 – 500 level) and graduate SCH for the fall 2018 semester. **Individualized Instruction** are credit hours earned by a student not in an organized class and should not have class sections associate with these credits.



Organized Class Sections

Classification	Lab/Dsc./Rec. Sections	UG Lower Div.	UG Upper Div.	Graduate	Total
Regular Faculty Tenured/Tenure Eligible					0
Other Regular Faculty					0
Supplemental Faculty					0
Teaching Assistants: Credit Bearing Course					0
Teaching Assistants: Non-Credit Bearing Course					0
Total	0.0	0.0	0.0	0.0	0.0

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



Enter **OCS** (organized class sections) in the same way as the SCH, by lower division, upper division and graduate level for the fall 2018. 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 2018 - 2019

Student Credit Hours Supported By Department/Discipline Instructional Budget

Total UNDERGRADUATE student credit hours

Total GRADUATE student credit hours

Total direct expenditures for instruction in Fiscal Year 2018 - 2019

Salary expenditures	Benefits expenditures	Benefits percentage	Other than personnel expenditures	Total expenditures
\$ <input type="text"/> <small>Cost values cannot be 0 or negative.</small>	\$ <input type="text"/>	<input type="text"/> %	\$ <input type="text"/> <small>Cost values cannot be 0 or negative.</small>	\$ 0.0

Total direct expenditures for separately budgeted research activities in Fiscal Year 2018 - 2019

\$ We do not have this data.

Total direct expenditures for separately budgeted public service activities in Fiscal Year 2018 - 2019

\$ We do not have this data

Total UNDERGRADUATE ONLINE student credit hours

We do not have this data.

Total GRADUATE ONLINE student credit hours

We do not have this data.

Expenditures can not be negative.

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**.

Note, the total student credit hours in this section are for the academic year.



Reviewing and Submitting Your Data

At the bottom of each page there are two buttons, after you have verified the data on this page, click 'Save' and then 'Review for Submission'. If there are no warning messages on the page you will be taken to page two of the portal. This page is similar to our page two of the old Excel Template, there will be productivity and cost metrics for each program. Also included, are three year averages by Carnegie Classification, on financial data.

If there are red error messages on page one, click on 'Review for Submission' and a check box will appear that states "I have seen the warning and verify the data is correct" there will also be a text box to explain the unusual data.

For example, if the message says "you have SCH but no coordinating OCS" and those SCH are being generated by labs, you can simply state in the text box "SCH generated by labs".

Some warning messages will remain after you have verified and explained the data. They are for internal use only.

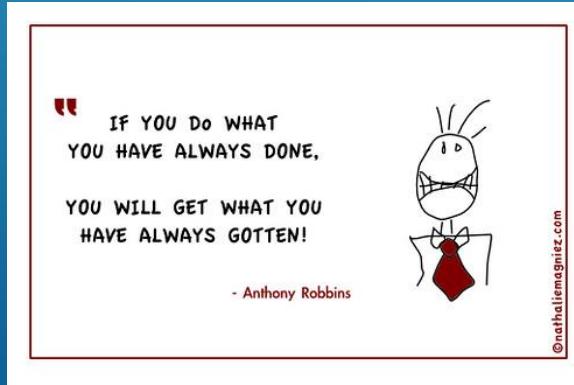


Page 2 of each program

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 Delaware Cost Study" button.

New Feature: 3 year averages by Carnegie Classification in Tables 3 and 4.

By creating this 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
302-831-2021

