

The Cost Study at UD

Peer Analysis Instructions

How to Request Standard and Program-Specific Peer Analyses

Log-in to The Cost Study web portal and select the correct study year. Click on the Peer Analysis Tab.

Member Home

Data Users Norms **Peer Analysis** Reports

Use the links below to request either a Standard Peer Analysis or a Program-Specific Peer Analysis. The [Peer Analysis Instructions](#) will guide you through the steps for making these requests.

- [Request Standard Peer Analysis](#)
- [Request Program-Specific Peer Analysis](#)

Standard Peer Analysis →

New! Program-Specific Peer Analysis →

What is the Difference?

Standard Peer Analysis

- ◆ Benchmarks from one group of institutions for all available CIPs.
- ◆ Must select at least 10 peer institutions.
- ◆ Typically used to obtain one or two different comparisons for an entire institution

Program-Specific Peer Analysis

- ◆ Benchmarks for a single CIP (or CIP Group) using unique peers.
- ◆ Must select at least 7 peer institutions.
- ◆ Engage department/college level administrators.
- ◆ Helpful for unique programs when standard peers don't offer a comparison or when norm values are not available.
- ◆ Ideal for interdisciplinary programs not easily represented by a single CIP.

Step 1: Name your Peer Request

Use a name for your peer request that clearly describes the group and differentiates this request from any others you may make for that study year. For example, use the type of institutions in the group, or for program-specific requests, use the program name.

Peer Group Info

Peer Group Name:

Institution: University of Example (-999999)

Requester: Test User Profile

Next

Step 2 (Standard Peer Analyses): Search for Institutions

Search for institutions to include in the peer analysis using the name (or partial name) of an institution, state, or a specific program CIP. Note: if you search by CIP, your standard peer analysis report will still contain all eligible CIPs.

Search for Institutions

Use the options below to see a list of institutions matching your selection. All fields are optional but will be combined when searching.

Peer Institution Name

Type in words from the name of the peer institution you are looking for.

Peer Institution State

Select a state to look for peers in

-- Select a State ▾

Peer Program CIP

Choose a CIP to narrow the list of peer institutions.

-- Select One ▾

Find Matches

Step 2 (Program-Specific Peer Analyses): Select CIPs

Begin typing a CIP name or number and then select it from the drop-down list.

Use the trash button to remove a selected CIP.

Click "Next" when your list is complete.

CIP Groups: How to Use Multiple CIPs in One Request

Institutions included in the request must report at least one of the selected CIPs.

Benchmarks will be provided for all the CIPs in the group, but row level data will not distinguish which CIP the data came from.

Peer Group Info

Begin typing a CIP to add it to the list.

- 13.01 Education, General
- 13.02 Bilingual, Multilingual, and Multicultural Education
- 13.03 Curriculum and Instruction
- 13.04 Educational Administration and Supervision
- 13.05 Educational/Instructional Media D
- 13.06 Educational Assessment, Evaluat
- 13.09 Social and Philosophical Foundat
- 13.1 Special Education and Teaching
- 13.11 Student Counseling and Personn
- 13.12 Teacher Education and Professio

Peer Group Info

Begin typing a CIP to add it to the list.

CIP

13.03 Curriculum and Instruction

Previous

Next

When to use CIP Groups

1. For similar programs that report using different CIPs (e.g. 30.1101 Gerontology and 19.0702 Adult Development and Aging).

2. When your program cannot be disaggregated and includes subjects with different CIPs (e.g. Criminology and Social Justice). You could also run these as two separate program-specific requests.

3. When sample size is small for a specific CIP and you need to include a few other similar programs to obtain benchmark results.

Step 3: Select Institutions

Standard Peer Analyses

Check the boxes next to the institutions you wish to include and click "Add Selected to Group."

Use the arrows in the column headings to sort by a norm grouping category to help select appropriate peers.

Select at least **10** institutions in the peer group for a Standard Peer Analysis. If needed, use the search feature multiple times to select more institutions.

Step 3: Select Institutions

Program-Specific Peer Analyses

Institutions that reported the selected CIP (or at least one of the CIPs in the CIP Group) will automatically populate in the list of institutions.

Check the boxes next to the institutions you wish to include and click "Add Selected to Group."

Select at least **7** institutions in the peer group for Program-Specific Peer Analysis.

Select Institutions

Please select your institutions from the list below.

Add ^	Institution Name ⇅	State ⇅	FICE ⇅	Carnegie Class ⇅	Highest Degree ⇅	% Undergrads ⇅
<input type="checkbox"/>	American University of Beirut		55000	Doctoral Institution	Masters	50 - 74
<input type="checkbox"/>	Capital University	OH	3023	Comprehensive Institution	Bachelors	75 - 100

Use
Arrows
to Sort

Step 4: Submit for Review

Once you have selected all the institutions, click, "Submit Group for Review."

The Cost Study staff will be notified of your request and will review it for approval.

Submit Group for Review

Step 5: View Pending/Approved Reports

Your pending and approved requests will be listed under the Peer Analysis tab.

Click on an approved request to review results.

Approved Peer Requests

Standard Requests

- [R2 Publics](#)

Pending Peer Requests

- [Public Health](#)

Program Specific Requests

- [Education](#)
- [Sociology and Criminal Justice](#)

Step 6: Select, View, and Use Results

For Peer Query: agg check

View and Download All Refined Means

Choose Table(s):

Select multiple items using Ctrl on PC or CMD on Mac
View Refined Means displays results in the web portal with an option to copy each table to the clipboard. Download refined means will produce an excel file for all of the tables selected.

1A ^
1B ■
1C ■
1D v

View Refined Means

Download Refined Means

View Ratio Tables for a CIP

Choose CIP:

3.01 - Natural Resources Conservation and Research v

Choose Table(s):

Select multiple items using Ctrl on PC or CMD on Mac

1A ^
1B ■
1C ■
1D v

Get Ratio Tables

Program-Specific Peer Analyses

Refined means are limited to the single CIP (or CIP Group) selected.

Standard Peer Analyses

Refined means are displayed for all CIPS where at least 5 programs were reported by the selected peers.

"Choose CIP" option is only displayed for Standard Peer Analyses.

Multiple tables can be selected at one time for both the refined means and the ratio tables.

Refined Means

Available for Tables 1-4 and Online Tables

Show only the refined mean. Values more than two standard deviations above and below the mean are removed as outliers.

Refined means can now be downloaded to an Excel file for all the selected tables.

Ratio Tables

Available for Tables 1-4 and Online Tables

Show row level data for all programs in the peer analysis. For Standard Peer Analyses, the row level data must be viewed one CIP at a time.

Use the "Copy to clipboard" button to copy refined means and ratio tables into another program (e.g., Excel) for further analysis.

Copy to clipboard

Table 4: Instructional Cost Ratios, Research And Public Service Expenditures

ct Instructional /SCH (\$) ⇅

Direct Instructional Exp./FTE student (\$) ⇅

Personnel Cost as % of Direct Instructional Exp. ⇅

Research Exp. per FTE T/TT Faculty (\$) ⇅

Pu FTI