

# How to Submit Data for The Cost Study

## PLEASE READ BEFORE SUBMITTING DATA

Data Submission Deadline is January 31

Welcome to The Cost Study submission process. This document describes the steps necessary to submit data through our web portal submission platform. You have two options to enter your data: 1) upload an Excel file or 2) manually enter data on individual program pages in the web portal.

There are 8 steps for completing your data submission.

1. [Register for the current study cycle](#)
2. [Log-in to the web portal](#)
3. [Add, manage, and delete academic programs](#)
4. [Gather your data and create an Excel file](#)
5. [Upload or manually enter data for each program](#)
6. [Review data submission and Red Flag Report to check for errors](#)
7. [View preliminary results for each program](#)
8. [Submit data, complete data validation, and finalize submission](#)

A Data Submission Checklist on the next page can be used to ensure your submission is complete. This checklist is followed by more detailed instructions and screenshots of each step to help guide you through the process. Please contact us at [ire-cost@udel.edu](mailto:ire-cost@udel.edu) or 302-831-7460 if there are any questions.

# Data Submission Checklist

## 1. Register for the current study cycle

- Register for the current year
- Complete payment
- Receive username and password for the portal

## 2. Log-in to the web portal

- Log-in and select current study year
- Add view-only users and/or request report-viewers (optional)

## 3. Add, manage, and delete academic programs

- Make sure program names and CIP codes are current

## 4. Gather your data and create an Excel file

- Review common [mistakes](#) in data collection
- Create Excel data file (or gather data for manual submission)
- Clear all formatting from the Excel file, except where allowed
- New for 2022 - blank cells are only allowed in Column H, BS, and BT. See detailed document for more information.
- New for 2022 - format column C (CIP for program) as text to allow for trailing zeros in CIP codes.

## 5. Upload or manually enter data for each program

- Click on upload data for multiple programs (or manually enter data)

## 6. Review data submission and Red Flag Report to check for errors

- Review Red Flag Report and address any errors or warnings
- Look at each program individually and ensure data was correctly extracted and reported
- Leave a note explaining any red flags that can be ignored

## 7. View preliminary results for each program

- Click review for submission at the bottom of each page
- Use the three-year-averages to ensure data is in appropriate range
- Review Direct Instructional Expense per Student Credit Hour report

## 8. Submit data, complete data validation, and finalize submission

- Submit data by January 31
- Data will be reviewed by The Cost Study team
- Receive email that your data has been verified and is complete

## 1. Register for the current study cycle

To start the registration process please go to our [Registration and Payment Options](#) webpage and complete all the required information.

First, accept the Terms of Use and then provide the following information: institution name, FICE code, Carnegie Classification, whether you are a public or private institution, the name of the person responsible for submitting the data, the institution's address, and the email and phone number of the person responsible for data submission. We have supplied look-up links for your convenience.

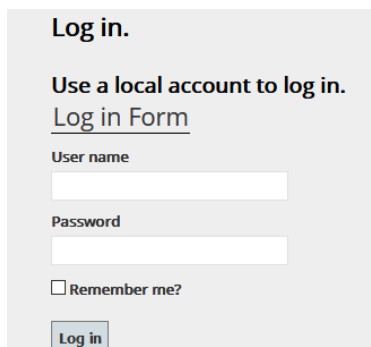
Next, select the appropriate pricing option, enter your billing information, and select a payment method. You can pay immediately or request an invoice.

After your payment is received, the Institution Administrator will receive an email with your institution's login information for the secure online portal. Note that login information is only sent to this one person designated as responsible for submitting the data.

### ***Institution names that start with "The"***

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

## 2. Log into the [web portal](#)



The screenshot shows a login form with the following elements:

- Log in.** (Section header)
- Use a local account to log in.** (Text)
- [Log in Form](#) (Underlined text)
- User name** (Label) with a text input field.
- Password** (Label) with a text input field.
- Remember me?** (Checkbox)
- Log in** (Submit button)

Make sure the current study year is selected from the dropdown box in the upper left corner. Returning participants can view their past data submissions since 2015 by selecting a different year.

## Password expiration

If your password expires, and/or your institution is no longer participating in the study, contact us for updated access to the prior data. If your institution registers for a new study year, your updated password will provide access to the prior years' submission.

## Institution Administrator, Report Viewers, and View Only users

		Institution Administrator	View Only	Report Viewer
DATA TAB	View data forms	X	X	
	Enter and edit data	X		
	Edit institution or program contact info	X		
	Add or delete a program	X		
	Submit data to the study	X		
USERS TAB	Add View Only users	X		
	Edit user info or delete users	X		
NORMS TAB	View norms, ratio tables, and quartiles	X		X
PEER ANALYSIS TAB	Request Standard Peer Analyses	X		
	Request Program-Specific Peer Analyses	X		
	View approved peer requests	X		X
REPORTS TAB	Active institutions and CIPs for the study year	X		X
	Download all data as spreadsheet and pdf	X		
	View all warnings and flags	X		
	Download institution notes	X		
	View and download Institution Report	X		X
	View Three-Year-Average Report	X		X
	View DIE per SCH Report	X		X

The **Institution Administrator** is the primary point of contact between The Cost Study and a participating institution. This user is granted full access to all the features in the web portal and has the primary responsibility for uploading data, completing the validation process, receiving final reports, and requesting peer analyses. Only one Institution Administrator will be assigned to each institution. Login credentials, including username and password, are assigned by The Cost Study team. Institution Administrators can also request Report Viewers and create additional 'view only' usernames and passwords for their institution (see instructions below).

**Report Viewers** can view reports, including benchmark reports, approved peer requests, and some institution reports. Report Viewer access is ideal for a Provost or administrator who wants to review reports, or for a Data Analyst creating visualizations from study results. Each institution can request two Report Viewer users, and these users will have access to the reports for active study years for their institution. Login credentials, including username and password, are assigned by The Cost Study team. Contact [ire-cost@udel.edu](mailto:ire-cost@udel.edu) for assistance with gaining access to these credentials.

**View only** access is helpful for sharing data with a program chair, business officer or top administrators to review a single program or group of programs. This privilege should only be given to members of your campus community as per our "Terms of Use Agreement". View only users can see data and ratio tables for each program they are given access to, along with three-year-average comparisons for Table 3 and Table 4. View only users are not able to edit data or access the reporting features in the portal.

To add a 'View Only' user, click on the Users tab and select "Add User". Then enter the new user's contact information and create a username and password. Please record the usernames and passwords that you create. Finally, select the programs for which this user should have view-only access and click "save".

### 3. Add, delete, and manage 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. For expedited entry of all your programs, contact [ire-cost@udel.edu](mailto:ire-cost@udel.edu) for assistance.

**Returning participants** from the 2015 study year and beyond will already have their programs added in the portal. Prior to submitting data for the new study cycle, review these existing programs, looking for changes to program names and CIP codes, merging or separating old programs, deleting inactive programs and so on. Failure to modify changed programs will cause problems later when uploading data.

#### Your Programs

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- **Add a program** ←
- [Upload data for multiple programs](#)

**Special Education(13.10)**

- [Edit Data Entry Form](#)
- [Make program inactive for this study year](#)
- **Change Program Info** ←

**Civil Engineering(14.0801)**

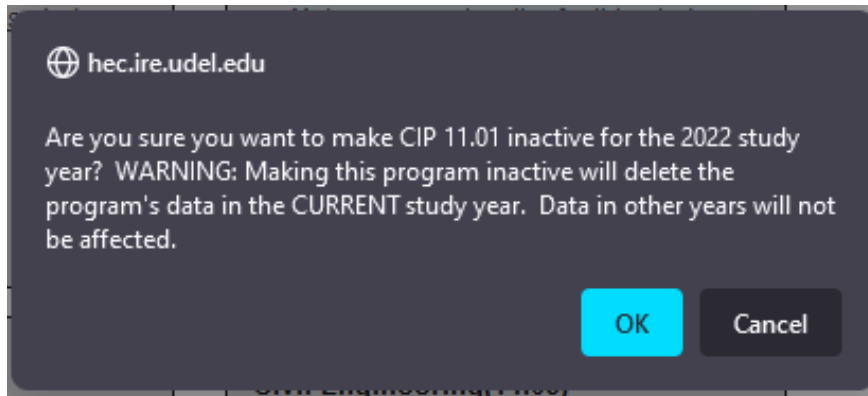
- [Edit Data Entry Form](#)
- [Make program inactive for this study year](#)
- [Change Program Info](#)

**To add programs** one-at-a-time, click on “add a program”. Enter the program name and CIP Code.

**To change a CIP code**, email The Cost Study staff at [ire-cost@udel.edu](mailto:ire-cost@udel.edu) and we will make the change for you.

**To change a program name**, click on “Change Program Info”

**To remove a program**, click on “Make program inactive for this study year”. You will receive one additional prompt confirming you want to remove the program (see below). Note, this action only removes the program from that study year. Data will remain unaffected in the previous study years.



Once you have added a program, if you toggle back to previous years in the portal, you may see a note asking whether you want to activate this program for that earlier study year. Ignore this link and make sure you are in the current study year to continue managing programs and uploading data.

**Inactive Programs for the 2021 study year**

**Mathematics (27.01)**

- [Activate this program for study year 2021](#)

#### 4. Gather your data and create an excel file

This step will likely require gathering data from multiple systems such as credit hour and class section information, faculty counts, graduation degree information, and finance data. A data dictionary is provided here:

<https://ire.udel.edu/cost/data-submission/data-dictionary/>

You have two options to enter data in the portal: 1) uploading an Excel file or 2) manually inputting the data one program at a time on the individual programs' data entry forms in the web portal.

The quickest way to upload data to the portal is by creating an excel file. A description of the data that should be included in each column of the file can be found here: <https://ire.udel.edu/web-portal-templates/>. The file will have one row of data for each program at your institution. One or two rows of headings may be included on your data upload (for example, you may use the "Column Headings for Excel Spreadsheet" available on the web portal templates webpage to input and upload data). **Please ensure no formulas or formatting are included in your file** (except formatting Column C as text). The file should look like this sample below:

	A	B	C	D	E	F	G	H	I	J	K	L
1	fice	origname	ciporig	nb	nm	nd	np	nondegre	FTEA1	FTEB1	SCHLOC1	SCHUOC1
				Bachelor's degrees - 3-year average of 1st Majors Only	Master's degrees - 3-year average of 1st Majors Only	Doctorate Degrees - 3-year average of 1st Majors Only	Professional Degrees - 3-year average of 1st Majors Only	Place X (in data upload file) or mark checkbox (on data entry form) if program is a non-degree granting program	Total Tenured /Tenure-Track Faculty for program - from the fall personnel file	Separately Budgeted portion of Tenured /Tenure-Track Faculty - paid from other Instructional Budget	Undergraduate division taught by Tenured /Tenure-Track Faculty	Undergraduate division taught by Tenured /Tenure-Track Faculty
2	FICE Code	Program Name	CIP for program									
3	-999999	Commun	9.0101	0	0	0	0	x	7	1	630	701
4	-999999	Compute	11.01	101	20	15.17	0		12	1.3	0	3030
5	-999999	Special	E 13.1	20	35.67	0	0		5	m	m	m

#### \*\*\*New for the 2022 Study Year\*\*\*

- No blank cells are allowed in the Excel Spreadsheet with the exception of Column H which is typically blank except for 'x' indicating that the program does not grant degrees, Column BS which is always intentionally blank, and Column BT which can be blank as long as a benefits dollar amount is provided in BQ.



- Format column C (CIP for program) as text. Because 2020 CIP codes differentiate between CIPs with trailing zero's, our database must also consider these fields as text/string field. For example, 15 is different than 15.00 and 15.0000.

## Common Mistakes in Data Collection

Please make sure you adhere to the following guidelines in data collection (as they are commonly done incorrectly):

**Online credit hours** should be a subset of the fall credit hours broken down by academic level and faculty type. Online credit hours should also be a subset of the total annual student credit hours. Four new fields were introduced for the 2021 study year to capture data on courses that were *originally scheduled* ONLINE SCH. These fields capture SCH that would have been taught online regardless of the constraints of the pandemic. Because of the complexities inherent in measuring these fields, they are optional; however, they will provide an additional layer of analysis for those able to provide them.

**Semester/quarter** programs – this dropdown menu can be changed for each program within your institution. Calendar type is typically the same for the entire institution, but occasionally there is a program operating on a different calendar system. Please make sure the correct one is chosen for each program.

**3 Year Average Degrees Awarded** – All Majors (first majors, double majors, etc.) is always greater than or equal to the first column (3 Year Average First Majors Only). If the program does not have any double/second majors, carry over the numbers from the "3 Year Average First Majors Only" boxes.

**Origin of Instructor Method** – Each CIP reported should contain the faculty and their associated workload budgeted within the given program. The program/CIP that pays for the instructor receives the faculty and the student credit hours. If an instructor is teaching in the math department, but being paid by the English department, the student credit hours (class sections, and Faculty FTE) go to the English department (not the math department). Everything follows the origin of the instructor's cost.

**Benefits and Salary** – If both the benefits percentage and dollar amount are filled in for the Benefits and Salary on the Excel spreadsheet, the system will ignore the % and accept the dollar amount.

## 5. Upload or manually enter data for each program

To manually enter data one program at a time, click on “Edit Data Entry Form” under each program **OR** to upload data for all programs at the same time using the excel file, click on “Upload data for multiple programs”.

The screenshot shows the 'Member Home' dashboard. At the top, there are navigation tabs for 'Data', 'Users', 'Norms', 'Peer Analysis', and 'Reports'. Below the tabs, the 'Submission Status' is 'Unsubmitted', and a pink button prompts to 'Submit data for review by The Cost Study staff'. Under the 'Your Programs' section, there are two program cards: 'Communication(9.01)' and 'Computer Science(11.01)'. Each card lists options: 'Edit Data Entry Form', 'Make program inactive for this study year', and 'Change Program Info'. A horizontal arrow points to the 'Upload data for multiple programs' link, and a diagonal arrow points to the 'Edit Data Entry Form' link for the Computer Science program.

### Manual Data Entry

Data entry forms will start with all blank fields such as in the screenshot below. Once you have filled in data, click Save at the bottom of the page. Saving the data will generate red flags and warnings on the page, which can also be viewed in the Red Flag Report.

**\*\*\*New for 2022\*\*\***

All data entry fields must be filled in with either a number, or an 'm'. The m represents that the data is missing, meaning you are *unable to provide a value to the study*. We have removed the checkboxes next to certain fields (e.g. online SCH and research and public service expenditures) that asked you to check a box to confirm that the blank cell indicates that you are unable to provide a value. Instead, with a few exceptions, blanks are no longer allowed for any field – you must enter a number or the letter 'm'.

II. Instructional Courseload: Fall Semester (Fall 2020)

Faculty			
Classification	FTE Faculty Total	FTE Faculty Separately Budgeted	FTE Faculty Instructional (Total Minus Separately Budgeted)
Regular Faculty Tenured/Tenure-Track	<input type="text"/>	<input type="text"/>	0.0
Other Regular Faculty	<input type="text"/>	<input type="text"/>	0.0

## Uploading Data for All Programs

Use the browse button to upload your excel file.

### Upload Form Data in Excel Format

Before uploading please confirm you have done all of the following:

- Ensure CIP Numbers and Names are an exact match of the names and numbers in the portal
- Ensure there are no formulas or formatting in your Excel spreadsheet
- **New for 2022!** No blank cells are allowed in the Excel Spreadsheet with the exception of Column BS which is always intentionally blank, Column H which is typically blank except for 'x' indicating that the program does not grant degrees, and Column BT which can be blank as long as a benefits dollar amount is provided in BQ.
- **New for 2022!** All missing values should be marked with an 'm' in the spreadsheet. Missing data in the data entry form should be reserved for scenarios where you are unable to provide a value to the study.

Browse... No file selected. Upload

**Need Help?**

- [General Instructions](#)
- [Excel File Cell Definitions](#)

Once data has been uploaded successfully, you will be taken to the Red Flag Report listing the warnings and errors. You can click on the program name link to go directly to the program with the red flags and make corrections. Note that you can also make the corrections on your Excel file and re-upload the data. The new upload will overwrite all the existing data. The Red Flag Report can also be viewed from the Member Homepage by clicking on the Reports tab and then "View Red Flag Report".

### Red Flag Report for University of Example (-999999)

Study Year: 2022

Copy to clipboard

CIP ^	Program ⇅	Message ⇅	Type ⇅	Date ⇅
11.01	<a href="#">Computer Science</a>	You have listed graduate class sections for Other faculty, but no graduate credit hours. Please compare with row 2 of the Student Credit Hours table.	Error	9/10/2021
11.01	<a href="#">Computer Science</a>	You have listed lower division class sections for Tenured faculty, but no lower division credit hours. Please compare with row 1 of the Student Credit Hours table.	Error	9/10/2021
11.01	<a href="#">Computer Science</a>	You have listed upper division credit hours for Tenured Faculty, but you have no classes or labs listed.	Error	9/10/2021
13.1	<a href="#">Special Education</a>	You have listed lower division class sections for Tenured faculty, but no lower division credit hours. Please compare with row 1 of the Student Credit Hours table.	Error	9/10/2021

If you get an error during the upload process (e.g. some data could not be loaded or an error occurred while processing your request) you need to fix errors in the excel file and re-upload. See below for an example of this type of error.

- **Row 3, Col E: We have detected an empty cell. Please make sure all missing values in this column are marked with an m.**
- **Row 4: The program CIP and Name combination in columns 2 and 3 does not exist for this institution (-999999). Please make sure that these columns match a CIP and name combination that is active in the portal.**
- **Row, 5 Col J: We have detected a negative number in the listed cell. All values submitted to the portal should be 0 or positive.**

### **Troubleshooting: Common reasons you cannot upload your file**

- Blank cells are detected in your data file (except for rows H, BS, and BT).
- File does not have the correct FICE code in each row
- Mismatched CIP codes and Program names in your file and on the web portal. The combination of CIP code and Program name need to be exactly matched between the file and the portal.
  - 4 vs. 6-digit CIP: 5.0201 vs. 5.02.
  - Mismatched names: "and" vs "&", "Administration" vs "Admin".
  - CIP codes with trailing zeros must be formatted as "text" (e.g. 13.10)
- File has some special formatting
  - Cost data incorrect format such as \$1,999.00. Correct format should be 1999
  - Every column should be format-free number values except "Program Name" and "CIP for program"
  - Do not include leading zeros in the FICE and CIP fields
  - Trailing zeros are okay in the CIP field (field must be in text format)
  - Certain columns have incorrect information
  - Column H is typically blank except for "x" indicating that a program should be classified as non-degree granting
  - Column BS is always intentionally blank
  - Column BT can be blank as long as a benefits dollar amount is provided in column BQ.
  - No more columns after Column CH

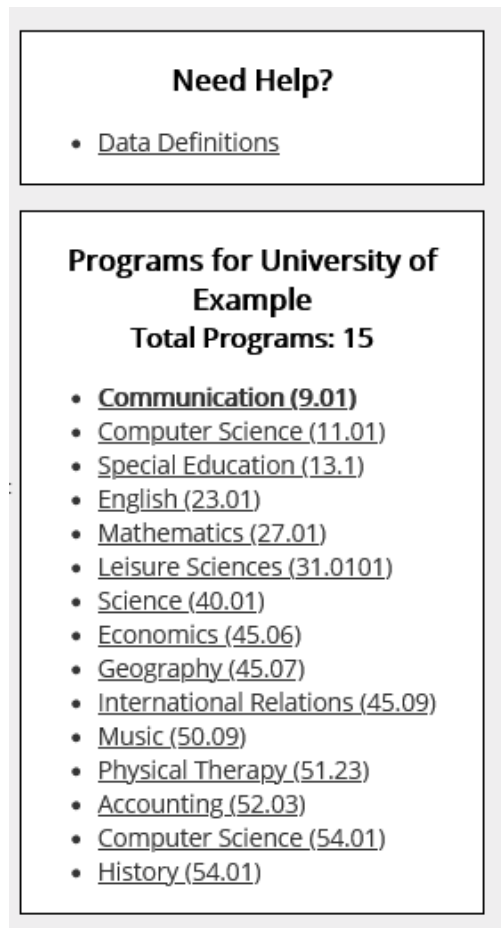
## 6. Review data submission and Red Flag Report to check for errors

The data is now populated in the web forms for each program. Please review each page of the populated web forms to ensure your data is correctly extracted and reported.

Click on "Portal Home" which will take you to the main "Member Home" page. In the Data tab, click on "Edit Data Entry Form" for the first program listed. From there you can review the raw data that was uploaded/entered.

**If you make any changes, make sure you click out of the cell where you made the change (otherwise it may not update),** and click "Save" at the bottom of the page. If you make changes to the data in the portal, you can download a copy of your Excel file that reflects these changes by clicking on the Reports tab, and "Download all data as spreadsheet".

Note that there is a list of CIPs on the top right-hand side of each program page for easy navigation between programs.



**Need Help?**

- [Data Definitions](#)

**Programs for University of Example**  
**Total Programs: 15**

- [Communication \(9.01\)](#)
- [Computer Science \(11.01\)](#)
- [Special Education \(13.1\)](#)
- [English \(23.01\)](#)
- [Mathematics \(27.01\)](#)
- [Leisure Sciences \(31.0101\)](#)
- [Science \(40.01\)](#)
- [Economics \(45.06\)](#)
- [Geography \(45.07\)](#)
- [International Relations \(45.09\)](#)
- [Music \(50.09\)](#)
- [Physical Therapy \(51.23\)](#)
- [Accounting \(52.03\)](#)
- [Computer Science \(54.01\)](#)
- [History \(54.01\)](#)

We suggest examining the following things with extra caution.

### ***Missing vs. Zero Data***

The Cost Study requires that all data fields are filled in with a numeric value, unless you wish for them to be treated as missing data. Beginning with the 2022 cycle, missing data must be marked with an 'm' in the data entry form. Please do not leave any cells blank, other than the few exceptions mentioned in this document.



Missing data cells (marked with an 'm') should be reserved for scenarios where you are unable to provide a value to the study. In all other cases, cells should be filled in with a zero, or relevant numeric value. For example, if you have a program that does not deliver any graduate-level courses, the SCH and OCS for those cells should be zero. However, for example, if you are unable to determine the number of FTE Supplemental Faculty for a program, the cell should be marked with an 'm'.

Please do NOT mark a cell as missing to indicate what you perceive as an "impossibility". For example, if a program does not have any supplemental FTE (value = zero), then clearly it would be impossible to have any SCH taught by supplemental faculty. However, those SCH values should still be zero, because ultimately, there are zero SCH taught by supplemental faculty in that program.

Additionally, we account for these impossibilities in the calculation of metrics: any metric that has a zero in the denominator will result in a blank value. For example, zero SCH divided by zero FTE supplemental faculty will result in a blank value for the SCH/FTE Faculty metric for supplemental faculty. A blank value in the calculated metrics indicates that we were unable to produce that metric.

### ***Address red flags***

Red flags may appear on some of your forms (and in the Red Flags Report) to remind you of potential data errors. Hover your mouse over the icon to find an explanation of the flag. Please fix any identified errors to remove those flags.

The orange flags represent warnings , not errors , meaning they indicate data that is not necessarily wrong, but may be out of the expected range.

Here is a sample of a program page with red flags:

## Data Entry Form

We have identified red flags in your data. Please address all errors and warnings in the report by: 1. correcting the data if applicable and 2. using the "Program Notes" box at the top of the page to explain the cause of any remaining red flags. Make sure to click save at the bottom of the page.

### I. About Your Program

Program: Economics

CIP Code: 45.06 (Economics)

Note indicating errors in the form

### Program Notes:

Use this box to explain red flags (e.g. more SCH offered in the spring), provide relevant information to The Cost Study team (e.g. this is a new program so costs are high), or notes to others at your own institution (e.g. any special situations to remember for the following year or details about where the data came from).

Use this text box to explain why any discrepancies or red flags remain

### Choose your academic calendar

Semester



Check academic calendar

### Average Number of Degrees Awarded (2017-2018, 2018-2019, 2019-2020)

	3 Year Average of First Majors Only	3 Year Average of All Majors (first majors, double majors, etc.)
Bachelor's	<input type="text" value="15.5"/>	<input type="text" value="12"/>
Master's	<input type="text" value="25"/>	<input type="text" value="24"/>
Doctorate	<input type="text" value="2"/>	<input type="text" value="15.5"/>
Professional	<input type="text" value="0"/>	<input type="text" value="0"/>

Red Flag Errors to be fixed

This is not a degree granting program.

Non-degree program checkbox

We suggest that you verify, on each program page, that the data is correct, before moving on to the next program. Remember, if you make any changes, make sure you click out of the cell where you made the change (otherwise it may not update), and click "Save" at the bottom of the page.

If red flags remain, you can indicate your data has been verified by leaving an explanation in the Program Notes box and clicking "Save". For example, if the warning message states 'You have SCH but no class sections' you can explain in the text box that the SCH are generated by labs.

**If data is submitted without an explanation in the program notes textbox for any remaining red flags, the data will be returned for you to update before The Cost Study staff begins the data validation phase of the submission process.**

### ***Checkboxes on each program page***

#### *Checkbox for non-degree granting programs*

Check the box under the degree numbers if this is a non-degree granting program. If the program 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 a program has not granted any degrees in the three years prior, but is a degree granting program, please contact [ire-cost@udel.edu](mailto:ire-cost@udel.edu) for further instructions.

#### *Checkboxes for Online SCH and research and public service expense*

Prior to the 2022 study cycle, checkboxes were used to confirm that data entry fields were intentionally left blank for the online SCH fields and the research and public service expenses. Because of the new procedure requiring an 'm' to indicate missing data, these checkboxes are no longer necessary and have been removed from the data entry form.



### **Salary, Benefits, and Other than Personnel Expenses**

Since this is the *National Study of Instructional Cost and Productivity*, we ask that every effort be made to supply accurate financial data, including other than personnel expenditures', and research and public service dollars where applicable.

The first cell should contain **only** salary information. The next two cells are for Benefits; you may **either** enter complete actual benefit dollars **or** provide the percentage of salaries attributed to Benefits. The next cell is for other than personnel expenditures.

Total direct expenditures for instruction in Fiscal Year 2018 - 2019				
Salary expenditures	Benefits expenditures	Benefits percentage	Other than personnel expenditures	Total expenditures
\$ 1178837.51	\$ 353651.25	%	\$ 76861.62	\$ 1609350.38

Please be aware, the study **does not accept negative dollar amounts** for salary, benefits, research, public service or other expenditures.

## 7. View Preliminary Results for Each Program

At the bottom of the program page, click "Review for Submission". Here you can view the Page 2 of the data entry forms, which has the program data converted into preliminary ratio tables as used throughout the study:

Table 1 – Percent SCH and OCS by Faculty Category within Course Level

Table 2 – Percent SCH and OCS by Course Level within Faculty Category

Table 3 – SCH and OCS per FTE Faculty

Table 4 – Instructional Cost Ratios

While viewing these preliminary ratio tables, you also have the option to view 3-year averages for Tables 3 and 4. This comparison with peer institutions allows you to view your program's data side-by-side with a three-year-average of participating programs with that CIP (at the 4-digit level) based on the Carnegie classification, highest degree awarded, or percentage of undergraduate degrees offered. You can narrow the comparison by either Public or Private institutions (or include both). You can also view the data based on the 2-digit or 4-digit CIP level.

### About Your Program

Program: English  
CIP Code: 23.01 (English Language and Literature, General)

To display three-year-average benchmarks for Table 3 and Table 4, use the drop down menus to select a norm group and control type

[Click here for an explanation of three-year-averages](#)

Benchmark Group:  Control Type:  CIP Level:

**Hide 3 Year Averages**

Displaying 2017 - 2019 Average for  
CIP: 23  
Carnegie Class: Doctoral Universities: Very High Research Activity  
Control: Public

Three-year-average benchmark options

## Direct Instructional Expense per Student Credit Hour Chart

Another report that is helpful for validating your data is the Direct Instructional Expense per Student Credit Hour Report. This report can be found by clicking on the Reports tab in the portal.

### Member Home

Data
Users
Norms
Peer Analysis
Reports

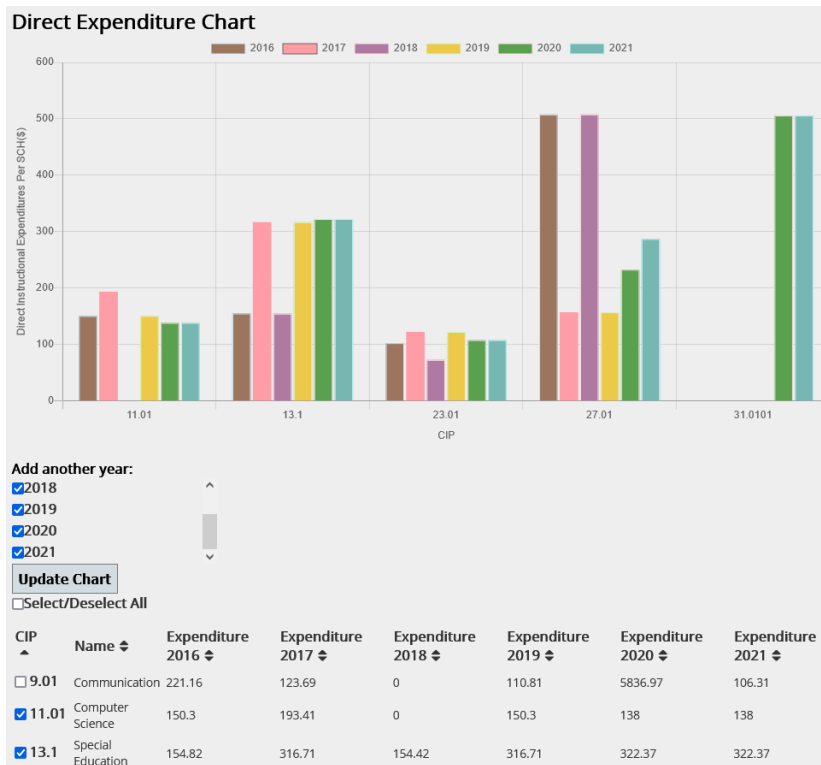
#### Cost Study Reports

- [Active Institutions for 2021](#)
- [Active CIP for 2021](#)

#### University of Example (-999999)

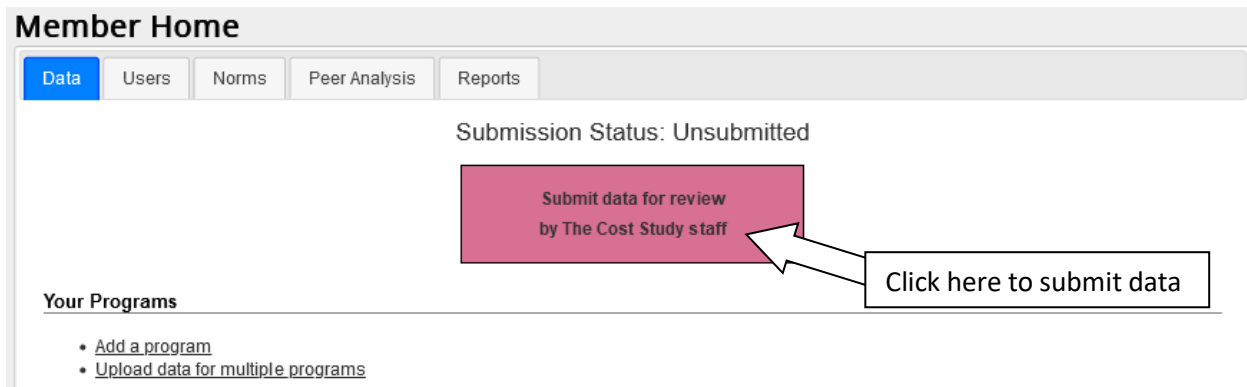
- [Download all data as spreadsheet](#)
- [Download all data forms as PDF](#)
- [Download institution notes](#)
- More reports will be available once your data is approved
- [View Direct Instructional Expense per Student Credit Hour Report](#)
- [View Red Flag Report](#) !

This chart allows you to see historical data from your own institution for one of the key metrics in The Cost Study: DIE/SCH. Take note of any large fluctuations from year to year, as they may indicate an error in your data.



## 8. Submit data, complete data validation, and finalize submission

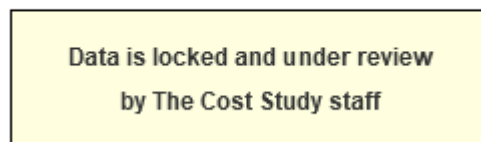
Once all your data has been entered and verified (and an explanation provided for any remaining red flags), please return to your institution's Portal Home page and select the button "Submit data for review by The Cost Study staff". Your data will be automatically submitted to our office. Please do not select this link until you have verified your data and are ready to submit to the study. This will lock your data from further input. If you have inadvertently selected this option, contact us to unlock your submission.



The screenshot shows the 'Member Home' interface. At the top, there are navigation tabs: 'Data' (highlighted in blue), 'Users', 'Norms', 'Peer Analysis', and 'Reports'. Below the tabs, the text 'Submission Status: Unsubmitted' is displayed. A prominent pink button with the text 'Submit data for review by The Cost Study staff' is centered. A white arrow points from a callout box on the right, which contains the text 'Click here to submit data', to the pink button. Below this, the 'Your Programs' section is visible, containing two links: 'Add a program' and 'Upload data for multiple programs'.

After submitting data, the status/submission button at the top of Data page in the portal will change to look like this:

### Submission Status: Under Review



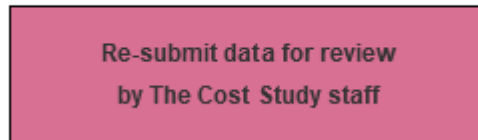
Your data has entered a pre-validation phase where we check for obvious errors such as:

- Blank cells in the data entry form (these should either have a numeric value or the letter 'm')
- Warnings and errors that do not have a program note explaining that the data has been examined and confirmed as correct.

After pre-validation, we complete a full review of your data including comparing it to historical data and looking for out-of-range concerns or other issues that suggest the data may be incorrect. We will contact you

with any questions or concerns, and the portal may be unlocked for revisions. At that point, the status/submission button will look like this:

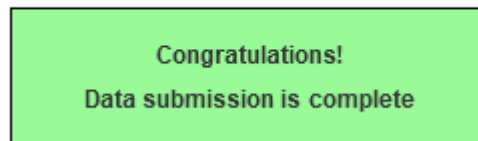
**Submission Status: Unlocked for Edits**



Please make any necessary changes and use the text boxes on the data entry forms to add comments as necessary. We ask that you also provide a line-by-line explanation of any changes made to the data. When all revisions are complete, click on the button labeled, "Re-submit data for review by The Cost Study staff."

Your data will again be locked, and you will be notified via email when your data has been approved. The status/submission button will look like this:

**Submission Status: Approved**



At this point, you will be able to go to the Reports tab and view your Institutional Report and the Three-Year-Average report. On this Reports tab, you can also "Download all data as spreadsheet" which provides an excel file formatted like the file used to upload data into the portal. This downloaded version has the most recent data from the portal, including any changes that were made after data submission and during the validation stages.

As always, please contact us at [ire-cost@udel.edu](mailto:ire-cost@udel.edu) or 302-831-7460 if you are having trouble with the portal or have questions concerning the data required for the study.