

# 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, delete, and manage 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 and warnings](#)
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
- Blank cells are only allowed in Column H, BS, and BT. See detailed document for more information.
- Format column C (CIP for program) as text to allow for trailing zeros in CIP codes.
- New for 2023 and 2024!** College/school variable (optional)

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

- Click on "Upload your data to the web portal" (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 to explain why any discrepancies or red flags remain

## 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 Year-over-Year Cost and Productivity Charts

## 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 click on the link at the bottom of the page.

First, select the payment category based on your institution's Carnegie Classification. On the registration form, read and accept the [Terms of Use](#). Then provide the following information: institution name, FICE code, control (public or private), the name and email address of the Institution Administrator (the person responsible for submitting the data), and a phone number and address for your institution. We have supplied look-up links on the registration form for your convenience.

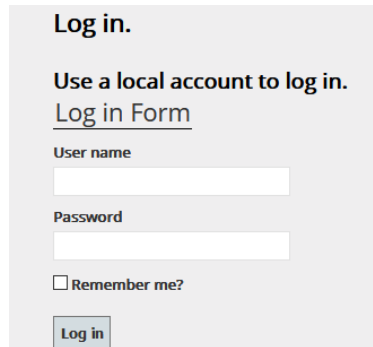
Click "Add to cart" and then "Checkout" to complete your payment. You will have the option to pay immediately by credit/debit card or ACH/bank account or request an invoice to pay later.

After your registration form 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.** (Instruction)
- Log in Form (Section header)
- User name (Label) followed by a text input field.
- Password (Label) followed by 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/upload and edit data	X		
	Edit program info	X		
	Add or inactivate 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
	Download norms	X		X
	Download list of institutions by CIP in the final norms	X		X
PEER ANALYSIS TAB	Request Standard Peer Analyses	X		
	Request Program-Specific Peer Analyses	X		
	View approved peer requests	X		X
REPORTS TAB	View and download list of institutions with approved data for the study year (also by CIP)	X		X
	Download data submission file	X		
	Download data entry forms	X		
	Download program notes	X		
	View Red Flag Report	X		
	View and download Institution Report	X		X
	View Three-Year-Average Report	X		X
	View DIE per SCH Report	X		X
	Request dashboard data file	X		X
Download Snapshot 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 the calculated metrics. 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.

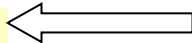
**Returning participants** from the 2015 study year and beyond will already have their programs added in the portal. Prior to submitting data for the new study cycle, review these existing programs, looking for changes to program names and CIP codes, merging or separating old programs, deleting inactive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

When choosing a CIP code for a program, it may be helpful to view the list of "Institutions by CIP with Approved Data" on the Reports tab from a prior study year to see if other participating institutions are also reporting under that CIP.

#### Your Programs

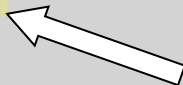
---

- [Add a program](#)



**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](#)

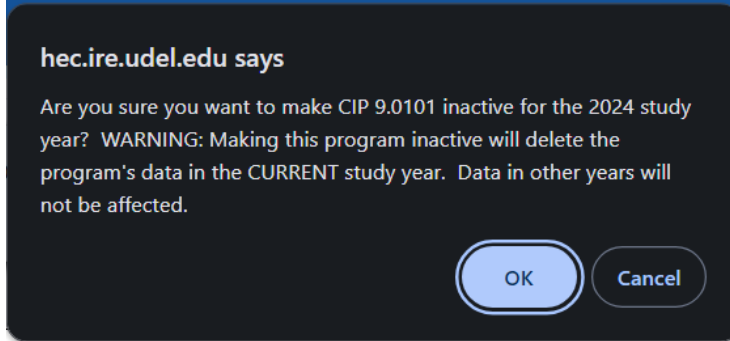
**To add programs** one-at-a-time, click on "Add a program." Enter the program name and CIP Code.

**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 in the previous study years will remain unaffected.



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 2024 study year**

---

**Mathematics (27.01)**

- [Activate this program for study\\_year 2024](#)



#### 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	nondegree	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 Tenured /Tenure-Track Faculty - paid from other than Instructional Budget	Undergraduate SCH taught by Tenured /Tenure-Track Faculty	Undergraduate SCH taught by Tenured /Tenure-Track Faculty
2												
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 2023 and 2024 Study Years – College/School Variable**

To improve our new dashboard reporting tools, we have created a new (optional) variable for the 2023 and 2024 cycles that collects the name of the college, school, or unit for each program that you submit to the study. These codes will not be used to calculate any benchmark metrics and will only be used to sort your programs into groupings on our new institution dashboard. Due to space constraints on the dashboard, each grouping should only contain a maximum of 6 programs. For larger colleges/schools, please provide subgroupings (e.g., the College of Arts and Sciences – Social Sciences).

- If you do not wish to provide information about these groupings during data entry, enter an 'm' into the cell in the data upload or entry forms.

## **Common Mistakes in Data Collection**

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

**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.

**Online credit hours** should be a subset of the fall credit hours broken down by academic level and faculty type. Annual 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 captured SCH that would have been taught online regardless of the constraints of the COVID-19 pandemic. These fields were removed beginning with the 2023 study year.

**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 of First Majors Only). If the program does not have any double/second majors, carry over the numbers from the “3 Year Average of 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 your data to the web portal.”

**Member Home**

Data Users Norms Peer Analysis Reports

Upload your data to the web portal → Review your data → Submit data for review by The Cost Study staff

**Your Programs**

- [Add a program](#)

**Communication(9.0101)**

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

**Computer Science(11.01)**

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

## Manual Data Entry

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

II. Instructional Courseload: Fall Semester (Fall 2023)

Faculty			
Classification	FTE Faculty Total	FTE Faculty Separately Budgeted	FTE Faculty Instructional (Total Minus Separately Budgeted)
Regular Faculty Tenured/Tenure-Track	5	1.5	3.5
Other Regular Faculty	3	0	3.0

## Uploading Data for All Programs

Use the Choose File button to upload your excel file.

### Upload Form Data in Excel Format

The upload feature allows you to simultaneously upload data for all your programs using an Excel file. The upload process will populate your data into the Data Entry Forms. If you prefer to manually enter your data rather than upload it, please do so on the individual Data Entry Forms.

#### Need Help?

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

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

- **New for 2023 and 2024!** A new variable was added for you to specify a College/School name for each program. These groupings will be used for dashboard visualizations. Also, the originally scheduled online fields used during the COVID years have been removed.
- Ensure CIP Numbers and Names are an exact match of the names and numbers in the portal. Column C (*ciporig*) should always be formatted as text.
- Ensure there are no formulas or formatting in your Excel spreadsheet.
- No blank cells are allowed in the Excel Spreadsheet with the exception of Column BS (blank) which is always intentionally blank, Column H (nondegree) which is typically blank except for 'x' indicating that the program does not grant degrees, and Column BT (benpct) which can be blank as long as a benefits dollar amount is provided in Column BQ (benefit).
- 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.

Choose File No file chosen

Upload

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 warning flag 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 "Red Flag Report" under the Validation Tools section.

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

Study Year: 2024

Copy to clipboard

CIP ^	Program ^	Message ^	Type ^	Date ^
9.0101	<a href="#">Communication</a>	Bachelors: All Majors should be the same or higher than 1st Degrees Granted Average	Error	8/6/2024

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. Every cell should contain a value or an 'm' if missing with the following exceptions:
  - Column H is typically blank except for an '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.
- 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 an exact match between the file and the portal.
  - Double-check that you are using the correct CIP codes (e.g., 4 vs. 6-digit CIP: 5.0201 vs. 5.02.).
  - Mismatched names: "and" vs "&" or "Administration" vs "Admin."
- Column C (CIP for program) should be formatted 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.
- File contains incorrect formatting:
  - Cost data is in an incorrect format such as \$1,999.00. The correct format should be 1999.
  - Every column should be format-free number values except "Program Name," "CIP for program," "non-degree granting," and "College/School."
  - Do not include leading zeros in the FICE and CIP fields.
  - Certain columns have incorrect information.
  - College/School data included in Column CE should not be blank (must contain a text value or an 'm').
  - There should be no more columns after Column CE.

## 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 submission data (Excel)."

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 \(54.01\)](#)

## 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: Communication

College/School:



CIP Code: 9.0101 (Speech Communication and Rhetoric)

**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  

Check academic calendar

Average Number of Degrees Awarded (2020-2021, 2021-2022, 2022-2023)		
	3 Year Average of First Majors Only	3 Year Average of All Majors (first majors, double majors, etc.)
Bachelor's	<input type="text" value="20"/>	<input style="border: 2px solid red;" type="text" value="12"/> 
Master's	<input type="text" value="5"/>	<input style="border: 2px solid red;" type="text" value="4"/> 

Red Flag Errors to be fixed



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, which by definition are not included in the OCS counts.

**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.**

### ***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 provide 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 2023 - 2024

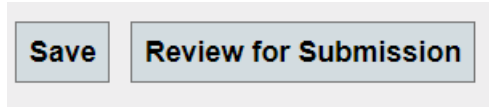
Salary expenditures	Benefits expenditures	Benefits percentage	Other than personnel expenditures	Total expenditures
\$ 1178837.51	\$ 353651.25	%	\$ 76861.62	\$ 1609350.38

Benefits expenditures calculated as 30% of the salary expenditures.

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" to view Page 2 of the data entry forms.



Page 2 displays 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. 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: Communication  
CIP Code: 9.0101 (Speech Communication and Rhetoric)

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 2021-2023 Average for  
CIP: 9.01  
Carnegie Class: Doctoral Universities: Very High Research Activity  
Control: All

Three-year-average benchmark options

## Year-over-Year Cost and Productivity Charts

Another report that is helpful for validating your data is the Year-over-Year Cost and Productivity Charts. This report can be found by clicking on the Reports tab in the portal.

**Member Home**

Data Users Norms Peer Analysis **Reports**

**University of Example (-999999)**

**2024 Cost Study Reports**

- More reports will be available once the Norms are released.

**Raw Data Downloads**

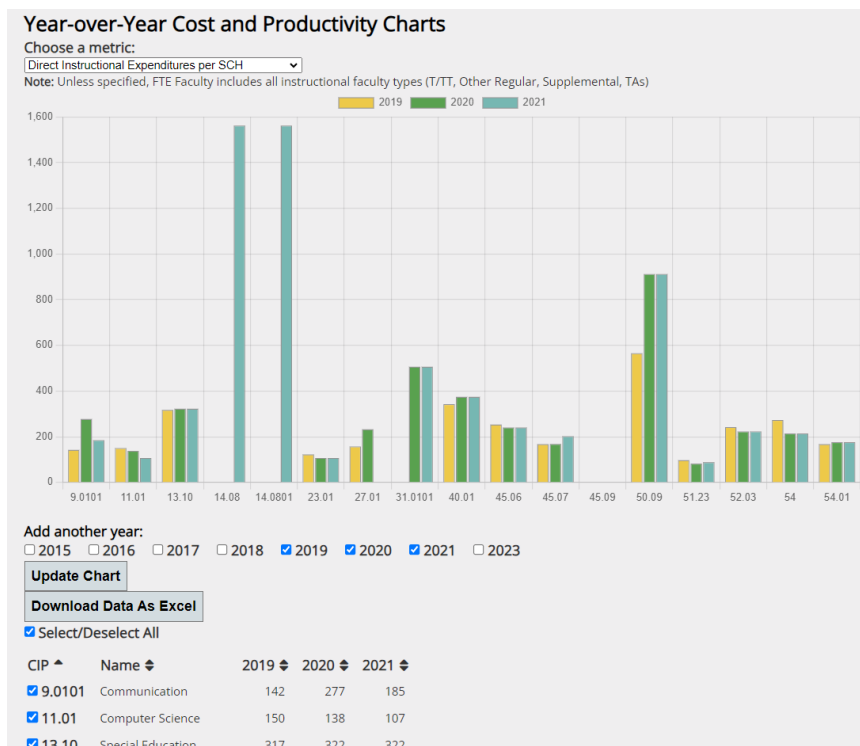
- [Data submission file \(Excel\)](#)
- [Data entry forms \(PDF\)](#)
- [Program notes \(Excel\)](#)

**Validation Tools**

- [Red Flag Report](#) !
- [Unapproved Institution Report](#)
- [Year-over-Year Cost and Productivity Charts](#)

Annotations: "Reports tab" points to the Reports menu item; "Click here" points to the Year-over-Year Cost and Productivity Charts link.

These charts allow you to see historical data from your own institution for many key cost and productivity metrics. 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 "Review your data" button.

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 is a red notification box with the following text: "We have identified red flags in your data. Click here to view a complete list of the errors and warnings. Before submitting your data to the study, please address all errors and warnings in the report by either: 1. correcting the data, or 2. using the 'Program Notes' box at the top of each data entry form to explain the cause of the red flag." Below the notification is a workflow diagram with three steps: 1. 'Upload your data to the web portal' (with an upload icon), 2. 'Review your data' (with a list icon), and 3. 'Submit data for review by The Cost Study staff' (with a paper plane icon). A white arrow points from a text box below to the 'Review your data' button. The text box contains the text: "Click here to confirm your review".

Use the checkbox to confirm that you added any necessary program notes and that you reviewed your Red Flag Report, the data on each of the data entry forms, and the Year-over-Year Cost and Productivity Charts.

### Review Checklist

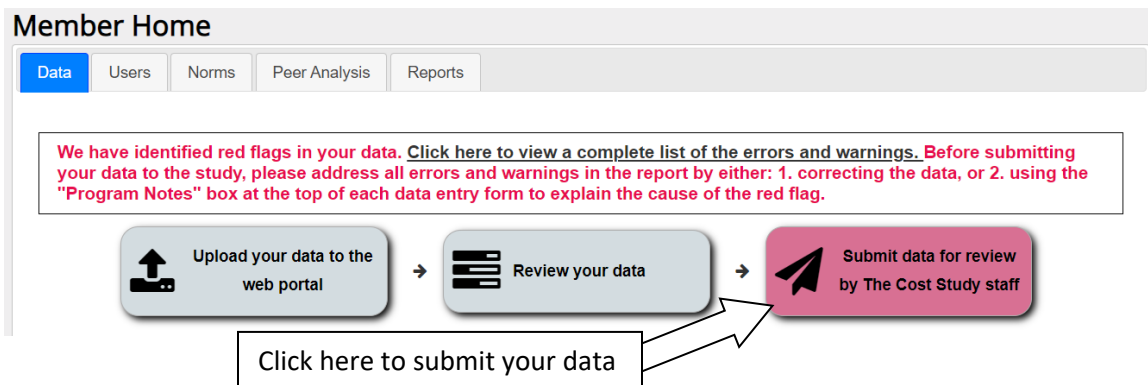
Before submitting your data for review by the Cost Study, please make sure you have reviewed it for accuracy yourself. You can use the following pages to help in your review:

- [Red Flag Report](#)
- [Program notes \(Excel\)](#)
- Your programs' calculated metrics by clicking the "Review for Submission" button at the bottom of each data entry form or in your [Unapproved Institution Report](#).
- [Year-over-Year Cost and Productivity Charts](#)

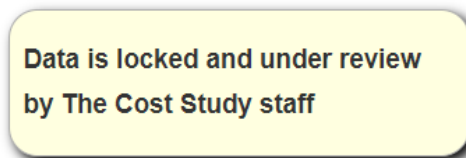
I confirm that I have reviewed my data and am ready to submit it to the Cost Study.

**Confirm Review**

After you confirm that you reviewed your data, click on the red button labelled "Submit data for review by The Cost Study staff." Your data will be automatically submitted to our office. Please do not click this button 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.



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

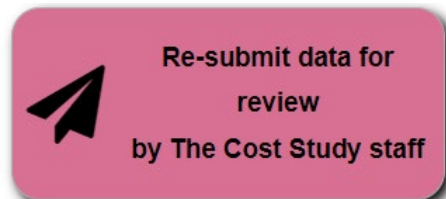


Your data has entered a pre-validation phase where we check for obvious errors such as:

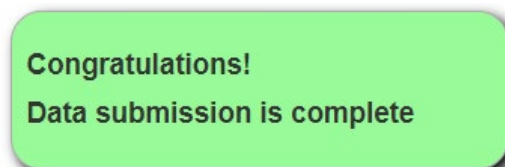
- Blank cells in the data entry form (these should either have a numeric value or the letter 'm')
- Warnings and errors that do not have a program note explaining that the data has been examined and confirmed as correct.

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 a Data Validation Report if we have any questions or concerns, and the portal may be unlocked for revisions.

Please make any necessary changes and use the text boxes on the data entry forms to add comments as needed. We ask that you also provide a line-by-line explanation in the Data Validation Report 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:



At this point, you will be able to go to the Reports tab and view your Approved Institution Report and the Approved Institution Report with 3-year-average benchmarks. On this Reports tab, you can also download your "Data submission file (Excel)," 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.