

# EVALUATION DIVISION INDICATOR QUESTIONS DATA SUBMISSION

This document provides instructions for submission indicator question data back to Evaluation Division. Your assistance in surveying your participants and providing us data is vital in helping the Division further its mission to demonstrate the impact of ECA exchange programs.

## **Instructions:**

### Step 1: Document Naming

Please following the following naming convention when submitting your data:

[PROGRAM NAME]\_[YEAR]\_[SURVEY]\_Data Submission

Note: The [PROGRAM NAME] portion can be the full name or an acronym, but please be consistent across submissions. The [SUREVY] portion should denote if you are submitting data for a pre, post, or follow-up survey.

### Step 2: Overview

Please start by completing the overview information. This includes a mix of general program information and details about how the survey was administered.

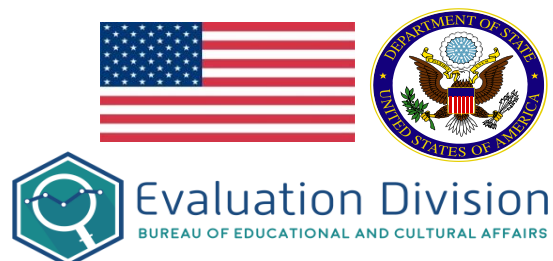
### Step 3: Data Entry

All data should be entered in the templates provided in the pre, post, and follow-up submission tabs. **Do not** change how each question header is worded.

**IMPORTANT NOTE:** All data should be provided in numerically. The "Response Coding" tab provides a guide for translating text responses into numeric values.

## **For Assistance:**

If you have questions, or need assistance with the implementation of these surveys or data submissions, please contact the Evaluation Division at [ECAevaluation@state.gov](mailto:ECAevaluation@state.gov). When messaging the Division, please be sure to include the name of your program and CC your ECA program officer.



### Program Overview

Program Name Please provide the program's full name and acronym (if applicable)  
ECA Program Office POC  
Grantee Organization  
Grantee POC (Name, Email)  
Program Start Date If the program involves multiple cohorts/institutes (i.e. groups place at multiple locations), and each has a different start/end date, please provide the start/end dates for each individual group  
Program End Date

### Survey Administration

Survey touchpoint Is this submission for a pre, post, or follow-up survey? Note: Should correspond to the data submission tab that is completed.  
# of Participants  
Launch Date Date survey was sent to participants  
Close Date Date survey was officially closed  
# of Respondents  
Response Rate (%) Response Rate = # of Respondents / # of Participants

### Notes

Use this section to tell us anything else we may need to know about either the program generally or the survey administration specifically.

### Data Submission

Data Submission Date Date data was submitted to the Evaluation Division  
Data Acceptance Date To be completed by the Evaluation Division - once your submission is accepted, a final copy will be returned to you and your ECA program office POC

Country

Age

Gender

Please rate your  
knowledge or  
understanding of the  
following topics - United  
States democracy

Please rate your knowledge or understanding of the following topics - United States economy

Please rate your knowledge or understanding of the following topics - United States values and culture

Please rate your knowledge or understanding of the following topics - Religious and ethnic diversity in the United States

Please rate your knowledge or understanding of the following topics - Freedom of speech and press in the United States

Please rate your knowledge or understanding of the following topics - Voluntary community service in the United States

Please rate your knowledge or understanding of the following topics - Daily life in the United States

How do you view the United States government and its relationship with your country? - The United States government is a trustworthy partner for my country

How do you view the United States government and the American people? - United States government

How do you view the United States government and the American people? - American people

To what extent do you agree or disagree with the statements below? -  
Voting is important because real decisions are made in elections

To what extent do you agree or disagree with the statements below? -  
Free and fair elections are the cornerstone of democracy

To what extent do you agree or disagree with the statements below? -  
An independent media is important to the free flow of information

To what extent do you agree or disagree with the statements below? - All citizens in a country should have equal rights and protections under the law, regardless of circumstances

To what extent do you agree or disagree with the statements below? - The Rule of Law is fundamental to a functioning democracy

To what extent do you agree or disagree with the statements below? - Individuals and organizations have the right to free speech and to voice opposition

To what extent do you agree or disagree with the statements below? - Democratic principles enhance the workplace. Supervisors should incorporate democratic principles into their management practice

To what extent did you have opportunities to share the following types of information about your home country or region with Americans you met while in the United States? - Culture, society and values of your home country

How much do you agree/disagree with the following statements as they relate to you as an individual? - I feel I have many choices in my life

How much do you agree/disagree with the following statements as they relate to you as an individual? - I feel I can make a difference at my school/college

How much do you agree/disagree with the following statements as they relate to you as an individual? - I feel I can make a difference at my place of work



How much do you agree/disagree with the following statements as they relate to you as an individual? - I feel I can make a difference in my community

How much do you agree/disagree with the following statements as they relate to you as an individual? - I feel I can make a difference in my country

How much do you agree/disagree with the following statements as they relate to you as an individual? - I feel I can influence people around me

To what extent do you consider yourself a leader in the following aspects of your life? - Within my community

To what extent do you consider yourself a leader in the following aspects of your life? -  
Where I go to school

To what extent do you consider yourself a leader in the following aspects of your life? -  
Where I work

To what extent do you consider yourself a leader in the following aspects of your life? -  
Among my family

To what extent do you consider yourself a leader in the following aspects of your life? -  
Among my friends and peers

To what extent do you consider yourself a leader in the following aspects of your life? -  
Within my country

Country

Age

Gender

Please rate your  
satisfaction with the  
following program  
components -  
Administration

Please rate your satisfaction with the following program components - Content

Please rate your satisfaction with the following program components - Variety of Experiences

Please rate your satisfaction with the following program components - Relevance of program to professional or educational development

How valuable do you think your experience will be for you in the future - Personally

How valuable do you think your experience will be for you in the future - Professionally

Please rate your knowledge or understanding of the following topics - United States democracy

Please rate your knowledge or understanding of the following topics - United States economy

Please rate your knowledge or understanding of the following topics - United States values and culture

Please rate your knowledge or understanding of the following topics - Religious and ethnic diversity in the United States

Please rate your knowledge or understanding of the following topics - Freedom of speech and press in the United States

Please rate your knowledge or understanding of the following topics - Voluntary community service in the United States

Please rate your knowledge or understanding of the following topics - Daily life in the United States

How much did participation in the program change your understanding or knowledge of the following topics? - United States democracy

How much did participation in the program change your understanding or knowledge of the following topics? - United States economy

How much did participation in the program change your understanding or knowledge of the following topics? - United States values and culture

How much did participation in the program change your understanding or knowledge of the following topics? - Religious and ethnic diversity in the United States



How much did participation in the program change your understanding or knowledge of the following topics? - Freedom of speech and press in the United States

How much did participation in the program change your understanding or knowledge of the following topics? - Voluntary community service in the United States

How much did participation in the program change your understanding or knowledge of the following topics? - Daily life in the United States

How do you view the United States government and its relationship with your country? - The United States government is a trustworthy partner for my country

How do you view the United States government and the American people? - United States government

How do you view the United States government and the American people? - American people

How did your views of the United States government and the American people change as a result of your program participation? - United States government

How did your views of the United States government and the American people change as a result of your program participation? - American people

Do you think you will share your program experience or the knowledge you gained during your exchange in any of the following ways? - Participate in media interviews (newspaper, television, radio, Internet)

Do you think you will share your program experience or the knowledge you gained during your exchange in any of the following ways? - Give presentations to community, neighborhood, school or university groups

Do you think you will share your program experience or the knowledge you gained during your exchange in any of the following ways? - Write newspapers articles, including editorials and opinion pieces.

Do you think you will share your program experience or the knowledge you gained during your exchange in any of the following ways? - Write academic books

Do you think you will share your program experience or the knowledge you gained during your exchange in any of the following ways? - Write non-academic books

Do you think you will share your program experience or the knowledge you gained during your exchange in any of the following ways? - Write academic articles – for journals or academic publications

Do you think you will share your program experience or the knowledge you gained during your exchange in any of the following ways? - Other

As a direct result of your participation in the exchange program, do you think you will do or receive any of the following at work? - Higher level of responsibilities or leadership in the same job

As a direct result of your participation in the exchange program, do you think you will do or receive any of the following at work? - Organize or initiate new activities or projects in the same job

As a direct result of your participation in the exchange program, do you think you will do or receive any of the following at work? - New, more responsible job

As a direct result of your participation in the exchange program, do you think you will do or receive any of the following at work? - Increased salary/wages

As a direct result of your participation in the exchange program, do you think you will do or receive any of the following at school/university? - Higher level of responsibilities or leadership at school/university

As a direct result of your participation in the exchange program, do you think you will do or receive any of the following at school/university? - Organize or initiate new activities or projects at school/university

As a direct result of your participation in the exchange program, do you think you will do or receive any of the following at school/university? - Establish a new organization at school/university

As a direct result of your participation in the exchange program, do you think you will do or receive any of the following in your community? - Assume a leadership role or position in your community

As a direct result of your participation in the exchange program, do you think you will do or receive any of the following in your community? - Organize or initiate new activities or projects in your community

<p>As a direct result of your participation in the exchange program, do you think you will do or receive any of the following in your community? - Establish a new organization in your community</p>	<p>Do you think you will use the knowledge or experience gained in the program to initiate any of these formal or informal changes in your organization or work? - Increase volunteer activities/community service</p>	<p>Do you think you will use the knowledge or experience gained in the program to initiate any of these formal or informal changes in your organization or work? - Found an NGO or new organization</p>	<p>Do you think you will use the knowledge or experience gained in the program to initiate any of these formal or informal changes in your organization or work? - Introduce new ideas and knowledge</p>
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Do you think you will use the knowledge or experience gained in the program to initiate any of these formal or informal changes in your organization or work? - Introduce initiatives, new ways of doing things

Do you think you will use the knowledge or experience gained in the program to initiate any of these formal or informal changes in your organization or work? - Establish new exchanges

Do you think you will use the knowledge or experience gained in the program to initiate any of these formal or informal changes in your organization or work? - Try to influence public opinion about the United States through the media

Do you think you will use the knowledge or experience gained in the program to initiate any of these formal or informal changes in your organization or work? - Establish joint ventures, organizational partnerships or linkages



<p>Do you think you will use the knowledge or experience gained in the program to initiate any of these formal or informal changes in your organization or work? - Introduce new policies or procedures</p>	<p>Do you think you will use the knowledge or experience gained in the program to initiate any of these formal or informal changes in your organization or work? - Introduce new curricula, pedagogical methods, or educational standards</p>	<p>Do you think you will use the knowledge or experience gained in the program to initiate any of these formal or informal changes in your organization or work? - Become elected or appointed to a local, regional or national government position</p>	<p>Do you think you will use the knowledge or experience gained in the program to initiate any of these formal or informal changes in your organization or work? - Propose, write and/or pass a new law or treaty</p>
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Do you think you will remain in contact with people you met during your exchange program?

Do you think you will establish or continue professional collaborations that grew out of your exchange experience?

As a result of your exchange experience, do you think you or your organization will establish a formal, institutional relationship with another organization?

To what extent do you agree or disagree with the statements below? -  
Voting is important because real decisions are made in elections

To what extent do you agree or disagree with the statements below? - Free and fair elections are the cornerstone of democracy

To what extent do you agree or disagree with the statements below? - An independent media is important to the free flow of information

To what extent do you agree or disagree with the statements below? - All citizens in a country should have equal rights and protections under the law, regardless of circumstances

To what extent do you agree or disagree with the statements below? - The Rule of Law is fundamental to a functioning democracy

To what extent do you agree or disagree with the statements below? - Individuals and organizations have the right to free speech and to voice opposition

To what extent do you agree or disagree with the statements below? - Democratic principles enhance the workplace. Supervisors should incorporate democratic principles into their management practice

To what extent did you have opportunities to share the following types of information about your home country or region with Americans you met while in the United States? - Culture, society and values of your home country

To what extent did you have opportunities to share the following types of information about your home country or region with Americans you met while in the United States? - Your field of study in your home country

To what extent did you have opportunities to share the following types of information about your home country or region with Americans you met while in the United States? - Foreign policy of your home country	To what extent did you have opportunities to share the following types of information about your home country or region with Americans you met while in the United States? - General Information about your home country	To what extent did you have opportunities to share the following types of information about your home country or region with Americans you met while in the United States? - United States relations with your home country	To what extent did you have opportunities to share the following types of information about your home country or region with your fellow participants from other countries? - Culture, society and values of your home country
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To what extent did you have opportunities to share the following types of information about your home country or region with your fellow participants from other countries? - Your field of study in your home country

To what extent did you have opportunities to share the following types of information about your home country or region with your fellow participants from other countries? - Foreign policy of your home country

To what extent did you have opportunities to share the following types of information about your home country or region with your fellow participants from other countries? - General Information about your home country

To what extent did you have opportunities to share the following types of information about your home country or region with your fellow participants from other countries? - United States relations with your home country

To what extent do you think this impacted their understanding of your home country? - Americans you met

To what extent do you think this impacted their understanding of your home country? - Participants from other countries

Country

Age

Gender

How valuable has your  
experience been for you -  
Personally



How valuable has your  
experience been for you -  
Professionally

Please rate your  
knowledge or  
understanding of the  
following topics - United  
States democracy

Please rate your  
knowledge or  
understanding of the  
following topics - United  
States economy

Please rate your  
knowledge or  
understanding of the  
following topics - United  
States values and culture

Please rate your knowledge or understanding of the following topics - Religious and ethnic diversity in the United States

Please rate your knowledge or understanding of the following topics - Freedom of speech and press in the United States

Please rate your knowledge or understanding of the following topics - Voluntary community service in the United States

Please rate your knowledge or understanding of the following topics - Daily life in the United States

How much did participation in the program change your understanding or knowledge of the following topics? - United States democracy

How do you view the United States government and its relationship with your country? - The United States government is a trustworthy partner for my country

How do you view the United States government and the American people? - United States government

How do you view the United States government and the American people? - American people

Have you shared your program experience or the knowledge you gained during your exchange visit in any of the following ways? - Participate in media interviews (newspaper, television, radio, Internet)

Have you shared your program experience or the knowledge you gained during your exchange visit in any of the following ways? - Give presentations to community, neighborhood, school or university groups

Have you shared your program experience or the knowledge you gained during your exchange visit in any of the following ways? - Write newspapers articles, including editorials and opinion pieces.

Have you shared your program experience or the knowledge you gained during your exchange visit in any of the following ways? - Write academic books

Have you shared your program experience or the knowledge you gained during your exchange visit in any of the following ways? - Write non-academic books

Have you shared your program experience or the knowledge you gained during your exchange visit in any of the following ways? - Write academic articles – for journals or academic publications

Have you shared your program experience or the knowledge you gained during your exchange visit in any of the following ways? - Other

As a direct result of your participation in the exchange program, have you done or received any of the following at work? - Higher level of responsibilities or leadership in the same job

As a direct result of your participation in the exchange program, have you done or received any of the following at work? - Organize or initiate new activities or projects in the same job

As a direct result of your participation in the exchange program, have you done or received any of the following at work? - New, more responsible job

As a direct result of your participation in the exchange program, have you done or received any of the following at work? - Increased salary/wages

As a direct result of your participation in the exchange program, have you done or received any of the following at school/university? - Higher level of responsibilities or leadership at school/university

As a direct result of your participation in the exchange program, have you done or received any of the following at school/university? - Organize or initiate new activities or projects at school/university

As a direct result of your participation in the exchange program, have you done or received any of the following at school/university? - Establish a new organization at school/university

As a direct result of your participation in the exchange program, have you done or received any of the following in your community? - Assume a leadership role or position in your community

As a direct result of your participation in the exchange program, have you done or received any of the following in your community? - Organize or initiate new activities or projects in your community

<p>As a direct result of your participation in the exchange program, have you done or received any of the following in your community? - Establish a new organization in your community</p>	<p>Have you used the knowledge or experience gained in the program to initiate any of the following formal or informal changes in your organization or work? - Increase volunteer activities/community service</p>	<p>Have you used the knowledge or experience gained in the program to initiate any of the following formal or informal changes in your organization or work? - Found an NGO or new organization</p>	<p>Have you used the knowledge or experience gained in the program to initiate any of the following formal or informal changes in your organization or work? - Introduce new ideas and knowledge</p>
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Have you used the knowledge or experience gained in the program to initiate any of the following formal or informal changes in your organization or work? - Introduce initiatives, new ways of doing things

Have you used the knowledge or experience gained in the program to initiate any of the following formal or informal changes in your organization or work? - Establish new exchanges

Have you used the knowledge or experience gained in the program to initiate any of the following formal or informal changes in your organization or work? - Try to influence public opinion about the United States through the media

Have you used the knowledge or experience gained in the program to initiate any of the following formal or informal changes in your organization or work? - Establish joint ventures, organizational partnerships or linkages

<p>Have you used the knowledge or experience gained in the program to initiate any of the following formal or informal changes in your organization or work? - Introduce new policies or procedures</p>	<p>Have you used the knowledge or experience gained in the program to initiate any of the following formal or informal changes in your organization or work? - Introduce new curricula, pedagogical methods, or educational standards</p>	<p>Have you used the knowledge or experience gained in the program to initiate any of the following formal or informal changes in your organization or work? - Become elected or appointed to a local, regional or national government position</p>	<p>Have you used the knowledge or experience gained in the program to initiate any of the following formal or informal changes in your organization or work? - Propose, write and/or pass a new law or treaty</p>
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Have you remained in contact with people you met during your exchange program?

Have you established and continued professional collaborations that grew out of your exchange experience?

As a result of your exchange experience, have you or your organization established a formal, institutional relationship with another organization?

To what extent do you agree or disagree with the statements below? -  
Voting is important because real decisions are made in elections

To what extent do you agree or disagree with the statements below? - Free and fair elections are the cornerstone of democracy

To what extent do you agree or disagree with the statements below? - An independent media is important to the free flow of information

To what extent do you agree or disagree with the statements below? - All citizens in a country should have equal rights and protections under the law, regardless of circumstances

To what extent do you agree or disagree with the statements below? - The Rule of Law is fundamental to a functioning democracy

To what extent do you agree or disagree with the statements below? - Individuals and organizations have the right to free speech and to voice opposition

To what extent do you agree or disagree with the statements below? - Democratic principles enhance the workplace. Supervisors should incorporate democratic principles into their management practice

To what extent did you have opportunities to share the following types of information about your home country or region with Americans you met while in the United States? - Culture, society and values of your home country

How much do you agree/disagree with the following statements as they relate to you as an individual? - I feel I have many choices in my life

How much do you agree/disagree with the following statements as they relate to you as an individual? - I feel I can make a difference at my school/college

How much do you agree/disagree with the following statements as they relate to you as an individual? - I feel I can make a difference at my place of work

How much do you agree/disagree with the following statements as they relate to you as an individual? - I feel I can make a difference in my community

How much do you agree/disagree with the following statements as they relate to you as an individual? - I feel I can make a difference in my country

How much do you agree/disagree with the following statements as they relate to you as an individual? - I feel I can influence people around me

To what extent do you consider yourself a leader in the following aspects of your life? - Within my community

To what extent do you consider yourself a leader in the following aspects of your life? - Where I go to school

To what extent do you consider yourself a leader in the following aspects of your life? - Where I work

To what extent do you consider yourself a leader in the following aspects of your life? -  
Among my family

To what extent do you consider yourself a leader in the following aspects of your life? -  
Among my friends and peers

To what extent do you consider yourself a leader in the following aspects of your life? -  
Within my country



**1-5 Value Response Scales:**

1	No Knowledge	Strongly Disagree	Strongly Unfavorable	Much Less Favorable	Very Dissatisfied
2	Less Than Basic	Disagree	Generally Unfavorable	Less Favorable	Dissatisfied
3	Basic knowledge	Neither Agree nor Disagree	Neither Favorable nor Unfavorable	No Change	Neutral
4	Beyond Basic	Agree	Generally Favorable	More Favorable	Satisfied
5	Advanced Knowledge	Strongly Agree	Strongly Favorable	Much More Favorable	Very Satisfied

**1-4 Value Response Scales:**

1	Not at All	Not At All	Not At All Valuable	No Change
2	To A Small Extent	Somewhat	Slightly Valuable	Minimal Change
3	To Some Extent	A Good Deal	Somewhat Valuable	Moderate Change
4	To A Great Extent	A Great Deal	Very Valuable	Substantial Change

**Yes/No Responses:**

1	Yes
2	No

**Other Response Values:**

97	Not Applicable
99	Missing Data

Note: Value used when a respondent did not answer a question that appeared on their survey. If a question was left of the survey, that field should not be given a value but rather left blank.