

## Cooperative Institutional Research Program Survey Checklist — 2004

### Higher Education Research Institute, UCLA

Phone: 310/ 825 - 1925; Fax: 310/ 206 - 2228; E-mail: heri@ucla.edu

#### **Before the surveys arrive**

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- Complete and return “CIRP Approval” Form**
- Create a ‘2004 CIRP Survey’ file** for these materials and your records
- Review the “CIRP Survey Administration Guidelines”**

Contact the Higher Education Research Institute (HERI) at UCLA if you have any questions:  
Phone: 310/ 825–1925; Fax: 310/ 206–2228; E-mail: HERI@ucla.edu

- Develop plans to administer the survey to entering students**

If survey to be administered in person:

1. Administration date(s) and time(s)
2. Administration location(s)
3. Proctors
4. Pencils if needed
5. Special options materials  
(Local option questions,  
Group code instructions, etc.)

If survey to be administered by mail:

1. Mailing labels
2. Envelopes (preferably 9x12)
3. Postage stamps or access to postage  
meter/mailroom
4. Return envelopes (preferably 9x12, pre  
stamped or metered)
5. Special options materials

#### **When the surveys arrive**

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- Count to ensure there are a sufficient number of surveys**  
If there are not, contact HERI at 310/825-1925.
- Save the “return” shipping box(es)**  
Surveys will arrive double boxed. The inner box will be pre-addressed. Use this to return the  
completed surveys to our processing center, in Eagan, MN.
- Review the “CIRP Survey Administration Guidelines”**
- Check that materials/plans/proctors are prepared**
- Administer the survey**

#### **After the surveys have been completed**

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- Review and complete the yellow Administration Report Form (ARF)**
- Package the surveys following the ARF instructions**
- Ship the surveys using the “return” box(es) by a traceable means**  
**Box(es) must ARRIVE in Eagan, MN before October 15, 2004**

#### **After the surveys have been processed**

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- Receive your copy of your institutional report in mid-December**
- Receive *The American Freshman: National Norms for Fall 2004* in early January**