

<p>Cooperative Institutional Research Program Survey Checklist — 2006</p>
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**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 ‘2006 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 Brooklyn Park, 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 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 Brooklyn Park, MN before **October 13, 2006**

**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 2006* in early January.**