



CIRP Freshman Survey Administration Checklist

Before the surveys arrive

- Complete and return “IRB Research Approval” Form (done online via Administrative Portal)
- Create a ‘2007 CIRP Survey’ file for these materials and your records
- Download and 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

- 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

- Review and complete the 2007 CIRP Transmittal Form
- Package the surveys following the instructions on the Transmittal Form
- Ship the surveys using the “return” box(es) by a traceable means
!! Box(es) must ARRIVE in Brooklyn Park, MN no later than October 12, 2007
- Receive email from HERI about availability of Administrative Report Form (online)
- Complete Administrative Report Form (ARF)

After the surveys have been processed

- Receive your copy of your institutional report & data file in early- to mid-December
- Receive *The American Freshman: National Norms for Fall 2007* in early January