![CIRP — COOPERATIVE INSTITUTIONAL RESEARCH PROGRAM at the HIGHER EDUCATION RESEARCH INSTITUTE AT UCLA]

CIRP College Senior Survey (CSS) Administration Checklist

Before the surveys are administered online:

☐ **Register online**

☐ **Obtain IRB approval locally**

☐ **Complete and return Research Approval Form (done online via CIRP Web Portal)**

☐ **Create a '2014 CSS Survey' file for these materials and your records**

☐ **Download and review the administrative documents, including the CSS Survey Administration Guidelines**

   Contact the Higher Education Research Institute (HERI) at UCLA if you have any questions:
   Phone: (310) 825–7079; Fax: (310) 206–2228; E-mail: HERI@ucla.edu; www.heri.ucla.edu

☐ **Develop plans to administer the online survey to graduating seniors**

☐ **Prepare student distribution list, upload and associate list with your survey on the web portal**

☐ **Edit email invitation and reminder text**

When the surveys are available online:

☐ **Review the administrative documents, including the CSS Survey Administration Guidelines**

☐ **Administer the survey**

☐ **Send email reminders**

After the surveys have been completed:

☐ **Receive email from HERI about availability of Administrative Report Form (ARF) (online)**

☐ **Complete Administrative Report Form (ARF) online**

After the surveys have been processed

☐ **Download your copy of your institutional report & data file in August 2014**