



## CIRP College Senior Survey (CSS) Administration Checklist

### Before the surveys arrive

- Complete and return Research Approval Form (done online via CIRP Web Portal)
- Create a '2008-2009 CSS Survey' file for these materials and your records
- Download and review the CSS 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](mailto:HERI@ucla.edu); www.heri.ucla.edu
- Develop plans to administer the survey to graduating seniors

<i>If survey to be administered in person:</i>	<i>If survey to be administered by mail:</i>	<i>If survey to be administered over the web:</i>
1. Administration date(s) and time(s)	1. Mailing labels	1. Student distribution list
2. Administration location(s)	2. Envelopes (preferably 9x12)	2. Email distribution text
3. Proctors	3. Postage stamps or access to postage meter/mailroom	
4. Pencils if needed	4. Return envelopes (preferably 9x12, pre-stamped or metered)	
5. Special options materials (Additional questions, Group code instructions, etc.)	5. Special options materials	

### When the surveys arrive

- Count to ensure there are a sufficient number of surveys  
If there are not, contact our survey operations center at (866) 461-2332.
- 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 CSS Survey Administration Guidelines
- Check that materials/plans/proctors are prepared
- Administer the survey

### After the surveys have been completed

- Review and complete the 2008-2009 CSS Shipping Form
- Package the surveys following the instructions on the Shipping Form
- Ship the surveys using the "return" box(es) by a traceable means  
**!!** Box(es) must ARRIVE in Brooklyn Park, MN no later than June 30th
- Receive email from HERI about availability of Administrative Report Form (online)
- Complete Administrative Report Form (ARF) online

### After the surveys have been processed

- Download your copy of your institutional report & data file in August

