COOPERATIVE INSTITUTIONAL RESEARCH PROGRAM
at the HIGHER EDUCATION RESEARCH INSTITUTE AT UCLA

CIRP Your First College Year Survey (YFCY) Administration Checklist

Before the surveys are administered online:

☐ **Register online at www.cirpsurveys.org**

☐ **Obtain IRB approval locally**

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

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

☐ **Download and review the administrative documents, including the YFCY 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 survey to first-year students**

☐ **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 YFCY 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 late summer/early fall 2014**