CIRP Diverse Learning Environments Survey (DLE) Administration Checklist

Before the surveys are administered online

- ☐ **Register online at www.cirpsurveys.org**
- ☐ **Obtain IRB approval locally**
- ☐ **Complete and return Research Approval Form (done online via CIRP Web Portal)**
- ☐ **Create a '2012-2013 DLE Survey' file** for these materials and your records
- ☐ **Download and review the DLE 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 targeted students**
- ☐ **Prepare student distribution list, upload and associate list with your survey on the web portal**
- ☐ **Edit email invitation and reminder text**

When the questionnaires are available online

- ☐ **Review the DLE Survey Administration Guidelines**
- ☐ **Administer the survey**
- ☐ **Send email reminders**

After the questionnaires 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 profile & data file in September, 2013**