



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

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 '2014 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 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 surveys are available online

- Review the administrative documents, including the DLE 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 profile & data file in September, 2014