



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

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## CIRP Diverse Learning Environments Survey (DLE) Administration Checklist

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### Before the surveys are administered online

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- Register online at [www.cirpsurveys.org](http://www.cirpsurveys.org)
- Obtain IRB approval locally
- Complete and return Research Approval Form (done online via CIRP Web Portal)
- Create a '2011-2012 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](mailto:HERI@ucla.edu); [www.heri.ucla.edu](http://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

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

### After the questionnaires have been completed

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- Receive email from HERI about availability of Administrative Report Form (ARF) (online)
- Complete Administrative Report Form (ARF) online

### After the surveys have been processed

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- Download your copy of your institutional profile & data file in September, 2012