



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

Administering the CIRP Freshman Survey

Participating in the CIRP Freshman Survey involves active participation from both CIRP staff and our institutional partners throughout the academic year. CIRP staff are available to provide assistance with aspects of preparing and administering the CIRP Freshman Survey. Please contact us at heri@ucla.edu or 310-825-7079. The timeline below approximates the general activities in a survey cycle.

Register for CIRP Freshman Survey

- Registration opens **February 1, 2013**. Register online at www.cirpsurveys.org Registering for the survey indicates your intent to participate in the survey
- Review [administration guidelines](#) to prepare for survey administration

Survey Preparation and Planning

- Place order for surveys, determining what type of survey administration, how many questionnaires you will need, and when the survey will be available to students, including invitation and reminder schedule
- Customize your CIRP Survey administration by developing supplemental questions, or joining consortia
- Develop promotional strategy
- Obtain IRB approval, if necessary
- Prepare survey materials such as invitation and reminder emails/letters, schedule promotional activities, prepare Excel file of students to be surveyed (web only), edit welcome/thank you screens (web only), and logo image (web only)
- Finalize and procure survey incentives
- Coordinate messages with IT (if necessary)

Administer Survey (March-October)

- Survey opens **March 15, 2013**
- Survey closes **October 8, 2013**
- When placing your order, set an institutional survey open and close anytime within the above time frame to best fit your institutional culture

Data and Reporting

- Preliminary data is available:
 - Starting 24 hours after the first survey response, and updated nightly (web administrations)
 - 3 weeks after questionnaires are received at our center (paper administrations)
- Administrative Report Form (ARF) emailed to primary contact—provides CIRP with necessary information about your survey administration used to establish foundation for national norms.
- Comparison group selection—customize your reporting by choosing comparison groups (November)
- Institutional Profile Report and final data file available for download (December)
- *The American Freshman* delivered (January)