



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

CIRP The Freshman Survey (TFS) Administration Checklist

Before the questionnaires arrive

- Complete and return Research Approval Form (done online via CIRP Web Portal)
- Create a '2013 CIRP Freshman Survey' file for these materials and your records
- Download and review the CIRP Freshman 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

<i>If survey to be administered in person:</i>	<i>If survey to be administered by mail:</i>	<i>If survey to be administered over the web:</i>
1. Administration date(s) and time(s)	1. Mailing labels	1. Student distribution list
2. Administration location(s)	2. Envelopes (preferably 9x12)	2. Email distribution text
3. Proctors	3. Postage stamps or access to postage meter/mailroom	
4. Pen if needed	4. Return envelopes (preferably 9x12, pre-stamped or metered)	
5. Special options materials (Additional questions, Group code instructions, etc.)	5. Special options materials	

When the questionnaires arrive

- Count to ensure there are a sufficient number of questionnaires
If there are not, contact our survey operations center at (866) 461-2332.
- Save the "return" shipping box(es)
Questionnaires will arrive double boxed. The inner box will be pre-addressed. Use this to return the completed questionnaires to our processing center, in Brooklyn Park, MN.
- Review the CIRP Freshman Survey Administration Guidelines
- Check that materials/plans/proctors are prepared
- Administer the survey

After the questionnaires have been completed

- Review and complete the 2013 CIRP Freshman Survey Shipping Form
- Ensure that all flaps have been removed from the surveys
- Package the questionnaires following the instructions on the Shipping Form
- Ship the surveys using the "return" box(es) by a traceable means
!! Box(es) must ARRIVE in Brooklyn Park, MN no later than October 8, 2013.
- Receive email from HERI about availability of Administrative Report Form (online)
- Complete Administrative Report Form (ARF) online

After the questionnaires have been processed

- Download your copy of your institutional report & data file in December 2013.
- Receive *The American Freshman: National Norms for Fall 2013* in mid-January 2014.