Administering the 2012 TFS

Participating in the TFS involves active participation from both CIRP staff and our institutional partners throughout the academic year. The CIRP Web Portal (www.cirpsurveys.com) provides a secure portal for uploading all necessary files and managing your survey administration from start to finish. The timeline below approximates the general activities in a survey cycle.

1. Registration for the TFS opens annually in February
   - Select survey administration method (Paper, web, paper/web)
   - Select any additional survey options
2. Begin planning survey promotion and incentive strategy
3. Create/review additional questions, if using
4. Determine if IRB approval is necessary on campus. If yes, prepare and submit IRB application
5. Materials Preparation for **Paper Administration**
   - Ensure you have enough copies of Informed Consent form
   - Ensure you have enough copies of the 2012 CIRP Freshman Survey instrument
   - If using a group administration, ensure you have enough pens
   - Print out copy of instructions to be read aloud to students
   - If mailing the instrument, prepare cover letter and reminder communication
   - If adding additional questions, prepare copies for students
   - If using group codes, prepare instructions for students
   - Procure incentives, if using
6. Materials Preparation-for **Web Surveys**
   - Create invitation and reminder schedule
   - Customize Welcome and Thank You pages on CIRP Web Portal
   - Upload school logo to CIRP Web Portal
   - Customize invitations and reminders to students within CIRP Web Portal
   - Create email list for the survey. Upload email list and associate it with your order
   - If you are providing institutionally matched data, create datafile and upload it to CIRP Web Portal
   - If using group codes, upload instructions for students to CIRP Web Portal
   - If adding additional questions, enter them into CIRP Web Portal
   - Procure incentives, if using
   - Technical considerations for **Web Surveys**
     - Considerations of third-party web survey administration are mentioned to IT (anti-spam procedures)
     - Spoofing emails from CIRP to come from institutional address
7. Schedule any on-campus promotional activities (newspaper ads, flyers created, Interviews with student groups)
8. TFS administration can begin as early as March 15, 2012
9. ARF online survey asking for relevant information on survey administration is sent to participants in early October, 2011
10. Remove all flaps from the paper surveys before submitting them for processing.
11. TFS closes **October 8, 2012**. ARF online survey is due by survey close date.
12. Final datafile and Institutional Reports are delivered to Institutions in December, 2012