



2015 CIRP The Freshman Survey (TFS) Paper Administration Checklist

- Download and review the CIRP Freshman Survey Administration Guidelines from the CIRP Web Portal at www.cirpsurveys.org or from our website: www.heri.ucla.edu/cirpoverview.php#forms
Contact the Higher Education Research Institute (HERI) at UCLA if you have any questions:
Phone: (310) 825-7079; 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>
1. Administration date(s) and time(s)	1. Mailing labels
2. Administration location(s)	2. Envelopes (preferably 9x12)
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 shipping box(es) and use them to return completed questionnaires to our processing center, in Brooklyn Park, MN.
 - Review the CIRP Freshman Survey Administration Guidelines (www.heri.ucla.edu/cirpoverview.php#forms)
 - Check that materials/plans/proctors are prepared
 - Administer the survey beginning March 13, 2015
-

After the questionnaires have been completed

- Review and complete the 2015 CIRP Freshman Survey Shipping Form (see reverse, or download from the CIRP Web Portal or www.heri.ucla.edu/cirpoverview.php#forms)
 - Ensure that all flaps have been removed from the surveys
 - Package the questionnaires following the instructions on the Shipping Form
 - Email (CIRPSurveys@DataRecognitionCorp.com) or Fax (763-509-3795) the Shipping Form to the Processing Center (Data Recognition Corporation)
 - Ship the surveys using the “return” box(es) by a traceable means
Box(es) must ARRIVE in Brooklyn Park, MN no later than October 12, 2015.
 - Administrative Report Form (ARF) emailed to primary contact in mid-October—provides CIRP with necessary information about your survey administration used to establish foundation for national norms
-

After the questionnaires have been processed

- Preliminary data is available 3 weeks after questionnaires are received at our center (paper administrations)
- Comparison group selection—customize your reporting by choosing comparison groups (November 2015)
- Institutional Profile Report and final data file available for download (December 2015)
- The American Freshman* delivered (January 2016)