



2016 The CIRP 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 incoming 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 14, 2016

After the questionnaires have been completed

- Review and complete the 2016 [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 10, 2016.
- 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 2016)
- Institutional Profile Report and final data file available for download (December 2016)
- The American Freshman* delivered (January 2017)