

# Core Survey Checklist

## For IHEC Participants

○ Decide on paper or web administrations. Paper will yield high response rates, but requires lots of work to access the classes and collect the surveys. Web has low 10% response rate often biased towards female responders, but is easy to administer. Bias can be statistically controlled through weighting.

○ Submit for Human Subject or Institutional Review Board approval or a letter of approval from the administration of your institution (Vice-Chancellor or Dean). See IRB information sheet.

### Paper

- Gain support for the study from the Administration. See sample letter.
- Determine sample population (work with Registrar's Office).
- Gain access to the classes through Administration, Deans, Department Heads, etc.
- Order surveys from the Core Institute. Be sure to mention IHEC which is paying for up to 2,000 including the scanning.
- Prepare Proctor Packets with envelopes, instructions, surveys and pencils. See sample Proctor sheet.
- Recruit and train dependable team of Proctors. Avoid using professors or teaching assistants.
- Generate schedule for administration of surveys.
- Collect surveys
- Consider offering a quick response team in lieu of class cancellations. Advertise this directly with the class instructors.
- Mail surveys back with Demographics sheet

### Web

- Determine how you will promote the survey through media, fliers, announcements, promotions, etc.
- Determine how you will invite the students to take the survey. Typically via email, but computer labs, in-class requirements, postcards, or pizza parties with laptops can also work.
- If emailing, obtain list of all students emails or a randomly selected sample from the Registrar's Office
- Determine if you need to track individual completions. We do not recommend it but can help if you are planning a high dollar incentive or lots of reminder emails (\$100).
- Contact Core Institute with specific requirements for emailing, front page, back page or additional questions (1 month prior to start date).
  - Emailing: The Core Institute can email your students for you at a fee.
  - Front page: Greeting page can be modified if required by IRB.
  - Back page: Finish page can be modified with incentive information.
  - Additional questions can be added. IHEC will provide limited support.
- Invite students to take the survey
- Track completions
- Send reminders
- Call Core to close the survey
- Send Demographics sheet to Core