**IACSUB SURVEY ADMINISTRATION TASK LIST**

**Develop overall timeline**

**Pre-Registration/interest indication**

* Save the Date Type E-mail Notification
* On-Line or MACH Form pre-registration/interest
* General Information –
  + IHEC will cover cost of specific aspects
  + February 26 - May 1 Administration
  + Agree to have local data placed in state aggregate

**Marketing/Recruitment Materials (for packet and IHEC Website) – See CPRD Website**

* Introduction to the IACUSB Survey (what it is, history, etc)
* Purpose of the Statewide IACSUB – why we do it
* Benefits of administering the IACSUB – Why they should do it
* Survey Content – what does the IACSUB assess
* Past statewide Survey booklets on website
* Registration Materials/Agreement of who is doing what
* Letter to Senior Level Administrators - Request to Participate
* Costs that institution may incur \*need to follow up on
* IRB Approval
  + Confidentiality vs. anonymity on the web handout

**Survey Administration/Technical Assistance Materials (on-line/PDF through website)**

* Reminder of What IHEC will pick up the costs for
  + Front Page (?)
  + Survey (Long Form Only)
  + Back Page (?)
  + Up to 1000? surveys
  + Institutional Executive Summary
  + SPSS Data File (?)
  + Crosstab File
* Costs that institution may incur
  + Marketing/Promotions
  + Postage/Mailing Fees
  + Incentives
  + Staff Time
* Materials to Aid in IRB Approval (provided by IHEC)
  + Sample introductory e-mail
  + Sample informed consent form/template
  + Sample reminder e-mails
  + Sample Front Page/Template
  + Sample Back Page/Template
* Recruitment/Marketing Guides/Tips
  + E-mail
  + Social Media
  + Classroom Administration (if offered)
  + Incentives/Prizes
  + Reminder solicitations
* Sample Sizes
  + Sample Size/Power Tables
  + Random vs. Convenience
  + Ways of generating random sample
  + Convenience sample strategies

**IACSUB Administration Webinar/Mini Training**

* Discuss overview of content/presentation
* AV needs
* Location
* Marketing/Promotion

**Coordination with schools**

* Timelines schools need to abide by in order to administer in time
* Confirmation of what each schools has requested, timelines
* Confirmation that each school has completed what it needs to do, in time to administer CORE as wanted

**Tracking for DHS Purposes**