

An initial invoice will be sent once the order is received. Any customized services requested after the initial invoice will be billed on the final invoice along with any reminder email fees, survey completion fees, and admin fee.

*Before survey processing and report generation can be completed, you must send the completed and signed Core Demographic Survey.*

**Administration Dates** \_\_\_\_\_

**Bill to**

Name \_\_\_\_\_ Title \_\_\_\_\_

Institution \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Contact Person**

Name \_\_\_\_\_ Title \_\_\_\_\_

Institution \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Order Web-Based Surveys and Products** – Sample surveys are available for viewing on our website: [www.core.siu.edu](http://www.core.siu.edu)

Indicate survey preference (choose one – see reverse for descriptions):

___ AOD Long Form	___ AOD Short Form	___ Community College	___ Faculty and Staff	___ Campus norms
Basic Online Setup (No Front/Back/Additional questions/9-digit)	_____	_____	\$50	= _____
Front Page (Privacy Statement)	_____	_____	\$75	= _____
Back Page (End of survey statement)	_____	_____		= _____
OR (Fillable with up to 3 fields of contact information)	_____	_____	\$75	= _____
Additional Questions (up to 10 custom; Modules available upon request)	_____	_____	\$150	= _____
Additional Questions (over the initial 10)	_____	X	\$15	= _____
9-digit Unique ID (incentives/tracking)	_____	_____	\$150	= _____
Email Invitation Fee (# of student contacts)	_____	X	\$.12	= _____
Reminder Email Fee	_____	X	\$.06	= <u>TBD</u>
Survey Completion Fee	_____	X	\$1.00	= <u>TBD</u>
Admin Fee (billed on initial and final invoice)	_____	_____		= <u>\$15</u>

**Reports**

Reports Package – (Includes everything below)	_____	X	\$475	= _____
A la carte: Executive Summary Report	_____	X	\$175	= _____
Cross-Tabulation Report	_____	X	\$225	= _____
SPSS Data File	_____	X	\$300	= _____
SPSS Data File when ordered with ONE or more ‘A la carte’ Report	_____	X	\$200	= _____

For more information on customized services, reports or filter/grouping options, please email [coreinst@siu.edu](mailto:coreinst@siu.edu) or check our website [www.core.siu.edu](http://www.core.siu.edu).

**Total Amount Due -** \_\_\_\_\_

**Payment Method**

- Institutional Purchase Order #
- Check or money order payable to SIU Core Institute
- Credit Card (you will be contacted by phone for your number)

Email this order form to [coreinst@siu.edu](mailto:coreinst@siu.edu)

SIU Core Institute – 1125 Lincoln Drive, MC 6502 – Carbondale, IL 62901

Phone: 618/453-4390 – Fax: 618/453-3563 – Website: [core.siu.edu](http://core.siu.edu)

## Products and Services for Paper Surveys

**Short Form:** Assesses the nature, scope, and consequences of alcohol and other drug use on college campuses. (23 questions - takes approximately 15-20 minutes to complete)

**Long Form:** Contains all the features of the Short Form, but also assesses the students' attitudes, perceptions, and opinions about alcohol and drugs (39 questions - takes approximately 20-30 minutes to complete)

**Community College Form:** Contains all the features of the Long Form, but also has been redesigned specifically for community college campuses.

**Campus Norms:** Assesses students' use of alcohol and drugs, and extensive perceptions of alcohol and drug use on campus by friends, peers, and other student groups on campus.

**Faculty and Staff:** Assesses staff perceptions of alcohol and drug use on campuses.

**High School Edition:** Contains all the features of the Long Form, but has been redesigned specifically for high schools.

**Customization:** We offer competitive pricing for customized surveys. Surveys can be modified for specific content or language or you can have a customized survey created for your school. Our full range of options for printing, scanning, and reporting ensure there is an option for almost any budget.

**Front Page (Privacy Statement):** A customized page can be added to the beginning of the web-based survey (which may consist of the informed consent information or any institution-specific message).

**Back Page (Completion Page/End of Survey Page):** A customized page can be added to the end of the web-based survey. This could include an incentive for the students to participate such as a coupon, an email link for the students to enter a raffle for a prize, or any institution-specific message.

**5 digit vs. 9 digit:** With the 5 digit login code, all students who are invited to participate will use the same login code that will identify them as students of your school only. With the 9 digit login code, the first 5 digits will identify the school and the last 4 digits will be unique to each student and, therefore, allows for tracking responders and non-responders.

### Participating Steps

1. Obtain IRB/Human Subjects approval (or equivalent) and submit approval documentation to the Core Institute.
2. Submit order form. An initial invoice will be sent requesting payment.
3. Send any additional information (i.e., front page, back page, additional questions, etc.) to the Core Institute. Once this is received, your survey will be setup for you to proof. We will also need the administration dates (please allow at least 2 weeks for setup).
4. Once the Core Institute has your final approval, your survey will go "live" and your students can be emailed the invitation to participate (either by you or the Core Institute if you requested the emailing service).
5. After the survey closes, the final invoice for your project will be sent requesting payment. The Demographic Survey will also be sent that needs to be returned to the Core Institute.
6. The reports will be processed; turnaround time to receive reports is 6-8 weeks.