

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 survey scanning fees, shipping/handling 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 Paper Survey – *Sample surveys are available for viewing on our website: www.core.siu.edu*

Core Alcohol & Drug Survey Long Form	_____	X	\$.50	=	_____
Core Alcohol & Drug Survey Short Form	_____	X	\$.50	=	_____
Core Alcohol & Drug Survey Community College Survey	_____	X	\$.50	=	_____
Campus Survey of Alcohol & Other Drug Norms	_____	X	\$.50	=	_____
Faculty & Staff Environmental Alcohol & Other Drug Survey	_____	X	\$.45	=	_____
High School Survey	_____	X	\$.50	=	_____
Survey Scanning Fee - \$.50					TBD
Shipping – Actual shipping costs will be charged					TBD
Handling					\$15
Admin Fee (billed on initial and final invoice)					\$15

Reports

Reports Package – (Includes everything below)	_____	X	\$475	=	_____
A la carte: Executive Summary	_____	X	\$175	=	_____
Cross-Tabulation Report	_____	X	\$225	=	_____
Raw 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 or check our website www.core.siu.edu.

Total Amount Due - _____

Payment

- 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

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.

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. Paper surveys will be sent to you.
4. Once you administer the survey to your students, return the completed surveys along with the Demographic Survey to the Core Institute.
5. The completed surveys will be scanned and reports will be processed. The final invoice for your project will be sent requesting payment.
6. The reports will be processed; turnaround time to receive reports is 6-8 weeks.