

This order form does **not** include survey completion fees, email reminder fees, charges for customized analysis or any additional charges that may incur. Customers will receive an invoice for these fees **after** data processing.

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

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*

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

<input type="checkbox"/> AOD Long Form	<input type="checkbox"/> AOD Short Form	<input type="checkbox"/> Community College	<input type="checkbox"/> Faculty and Staff	<input type="checkbox"/> Campus norms
Front Page (<i>Privacy Statement</i>)	_____	\$ 60	=	_____
Back Page (<i>End of survey statement</i>)	_____	\$ 60	=	_____
OR (<i>Fillable with up to 3 fields of contact information</i>)	_____	\$ 75	=	_____
Additional Questions (<i>up to 10</i>)	_____	\$ 125	=	_____
Additional Questions (<i>over the initial 10</i>)	_____ X	\$ 15	=	_____
9-digit Unique ID (<i>incentives/tracking</i>)	_____	\$ 125	=	_____
Email Invitation Fee (<i># of student contacts</i>)	_____ X	\$.12	=	_____
Reminder Email Fee	_____ X	\$.06	=	To be invoiced after processing
Survey Completion Fee	_____ X	\$.96	=	To be invoiced after processing

Reports

Reports Package - (<i>includes everything below</i>)	_____ X	\$ 425	=	_____
A la carte: Executive Summary	_____ X	\$ 150	=	_____
Cross-Tabulation Report	_____ X	\$ 210	=	_____
Raw Data File	_____ X	\$ 125	=	_____

For information on customized reports or filter/grouping options, please contact Core or check our website: www.core.siu.edu

Please check box if you would like the results mailed in addition to the standard electronic version and add \$20
Total Amount Due = _____

Please indicate if you would like the Core Institute to share these data with e-checkup. (echeckuptogo.com)

Payment

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

Mail this form with payment to: (Please fax or email if paying by credit card or PO)
 SIU Core Institute • 1125 Lincoln Drive, MC 6502 • Carbondale, IL 62901 Phone:
 618/453-4390 • Fax: 618/453-3563 • Website: core.siu.edu
 Email: coreinst@siu.edu

Products and Services for Web-Based 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 customizes 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 ensures 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 invites 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 identity 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 and submit approval documentation to the Core Institute.
2. Submit order form and payment.
3. Send any additional information (i.e., front page, back page, additional questions, etc.) to the Core Institute. Once this is received, a researcher will begin setting up your survey. We will also need the administration dates (please allow at least 2 weeks for setup).
4. Once the Core Institute has your 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 ordered the emailing service).
5. After the survey is closed, you will need to fill out and return the Demographic Survey to the Core Institute.
6. Reports will be sent and any additional services will be billed. Turnaround time to receive reports is 4-6 weeks.