Louisiana Center Addressing Substance Use in Collegiate Communities
Louisiana Board of Regents
1201 North 3rd Street, Suite 6-200
Baton Rouge, LA 70802
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2023 LOUISIANA CORE SURVEY TIMELINE – PREPARATION TO ADMINISTRATION

TASK	MY ACTION	DUE	DONE
TASK 1: Complete and return FORM 1: *Permission to Release Survey Data and Designation of LaHEC Liaison* **TASK 2: Complete & return FORM 2 (all schools)** FORM 2a (ONLINE schools only) **TASK 3:** Complete FORM 3 and submit IRB Application to your institution.	**RETURN FORM 1**: *Permission to Release Survey Data and Designation of LaHEC Liaison* by **EMAIL** to **lacasu@laregents.edu OR FAX** to **225-342-9318**. **Forms to be returned from this packet include:** ○ **FORM 2:** Survey Methods (**ALL** institutions) ○ **FORM 2a:** Incentives for ONLINE Survey Response Form **Complete and submit** this packet to **your** Institutional Review Board (IRB) for approval of the Core Survey to be administered on your campus in Spring 2023. If no formal IRB, complete and submit the appropriate form.	**Friday 10/14/22** **Friday 10/21/22**	
Task 4: Submit IRB Approval to the LaCASU Office	**Submit IRB Approval Letter** to administer the Core Survey on your campus to the LaCASU office by **email at** (**lacasu@laregents.edu**) or by **fax at 225-342-9318**. ***Please submit as soon as you receive approval.***	**Friday 11/18/22**	
Task 5: Survey Preparation	**FORM 4:** Status of Obtaining Student Sample ○ Work with university officials to obtain a representative/random sample of undergraduate students to be surveyed for either paper/pencil or online version. ○ **Paper/Pencil Version:** Finalize arrangements with Registrar, Academic Affairs or other university personnel. ○ **Online Version:** Finalize arrangements with IT Office for emailing surveys ▪ **Finalize incentives where applicable.** ○ Return completed form to the LaCASU office by email (**lacasu@laregents.edu**) or fax **225-342-9318**.	**Friday 01/13/23**	
Task 6: Survey Administration	**Administer the Core Survey on your campus.** The online portal will be open throughout the administration period and Paper/Pencil institutions can administer at any time during this time frame.	**01/25/23 - 02/08/23**	