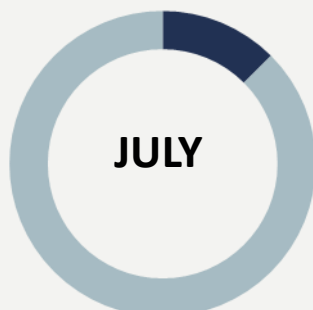


SURVEY ADMINISTRATION TIMELINE

2022-23 Cohort



JULY



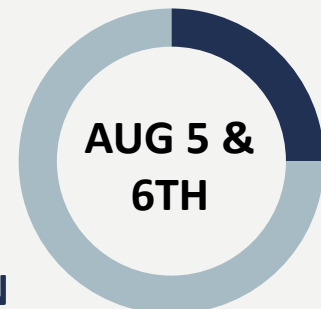
FORM A TEAM

Submit the names and contact information of your [COACHE team members](#) to the Survey Administration Portal.



ATTEND COACHE IN-PERSON STRATEGY WORKSHOP

Optional, but recommended.



AUG 5 & 6TH



SEPT 6



CONFIRM DATA DISCLOSURE

Determine whether you will receive unit record data; update decision and upload [Statement of Data Confidentiality](#) to the Portal.



ATTEND ONLINE STRATEGY WORKSHOPS

Optional, but recommended.



SEPT & OCT



SUBMIT CUSTOM QUESTION DECISION

If you would like to include [additional survey items](#), update your decision in the Portal.



SEPT 30



UPLOAD COMMS PLAN

Submit your team's [communications plan](#) in the Portal.



OCT 14



OBTAIN IRB APPROVAL

Share the [Human Subjects Approval Letter](#) with your IRB and obtain approval if necessary.



SUBMIT PASS THRU VARIABLE DECISION

Determine if you would like to include pass through variables.



NOV 4



COMPLETE EMAIL WHITELISTING & SPAM TESTING

See Portal for instructions.



SUBMIT POPULATION FILE

Submit your [population file](#) in the Portal for review.



NOV 17



SURVEY LAUNCH



EARLY FEB