SURVEY ADMINISTRATION TIMELINE

2021-22 Cohort

JULY 20

FORM A TEAM

Submit the names and contact information of your COACHE team members to the Survey Administration Portal.

AUG 9

ATTEND KICKOFF CALL

Optional, but recommended. Register.

SEPT 8

CONFIRM DATA DISCLOSURE

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

SEPT 17 & 24

ATTEND STRATEGY WORKSHOPS

Register 9/17. Register 9/24.

OCT 1

SUBMIT CUSTOM QUESTION DECISION

If you would like to include additional survey items, update your decision in the Portal.

UPLOAD COMMS PLAN

Submit your team's communications plan in the Portal.

OCT 15

SUBMIT PASS THRU VARIABLE DECISION

Determine if you would like to include pass through variables.

OBTAIN IRB APPROVAL

Share the Human Subjects Approval Letter with your IRB and obtain approval if necessary.

NOV 5

CONFIRM FACULTY DECISION

Determine if you would like to include NTT and/or clinical faculty.

COMPLETE EMAIL WHITELISTING & SPAM TESTING

See Portal for instructions.

NOV 18

SUBMIT POPULATION FILE

Submit your population file in the Portal for review.

EARLY FEB

SURVEY LAUNCH