INTRODUCTION

Through this form you can register your institution in the #RealCollege Fall 2020 Survey of real students' real experiences in college. The deadline to register is July 17, 2020.

Please wait to complete this form until you confirm the following:

1. **Confirm with institutional leadership that your college or university wants to participate.** Typically you need the permission of provost, dean, or chief officer of student affairs, enrollment management, or institutional research. If you would like support reaching out to institutional leadership, please email hopesrvy@temple.edu. In addition, please review our website for more detailed information about participating in the survey before completing this form.

2. **Identify a staff point person** to receive communication about the survey from the Hope Center for College, Community, and Justice at Temple University. This person should be a senior-level administrator, such as a provost, vice president, or dean.

3. **Confirm that your institution’s IRB will rely on the Temple University IRB determination.** The Hope Center will provide the determination letter and more information if needed.

4. **Prepare to begin survey recruitment by sending the first email to all enrolled students during the first month of the fall 2020 term.** The Hope Center provides the email text with a survey link.

5. **Pay the Hope Center for survey services by October 15, 2020.** We are unable to offer the survey for free to all as philanthropic support has ended. However, our fees as minimal and scholarships are available.

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<thead>
<tr>
<th>Headcount</th>
<th>Administration Cost</th>
<th>Incentives Paid Directly to Students</th>
<th>Total Cost</th>
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<td>All other institutions</td>
<td>Community and Technical Colleges</td>
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ACKNOWLEDGMENT OF PARTICIPATION

Before moving forward with the enrollment process, please read the terms below and acknowledge your institution’s participation.

Acknowledgement of Participation Between the Hope Center for College, Community, and Justice at Temple University and Your Institution

BACKGROUND
The Hope Center for College, Community, and Justice at Temple University surveys students to better understand the #RealCollege experiences of students in college and inform colleges and the communities about the challenges students today face. We hope that this information encourages colleges to see students as humans first, provides information about which students are most likely to need support in order to complete their diplomas and inspires the provision of additional resources for these students. In addition, information from this project will help advance innovative policy solutions.

RESPONSIBILITIES OF SURVEY PARTNERS
This Agreement establishes expectations of the respective partners.

Responsibilities of the Hope Center for College, Community, and Justice at Temple University:
1. Provide technical assistance to participating colleges throughout recruitment, registration, and survey administration, which may include support with registering for the survey, fielding processes, and the incentive protocol.

2. Ensure IRB compliance for this study.

3. Provide institutions with a distribution email and a survey link for a web-based survey designed to assess multiple factors of the #RealCollege experience, including basic needs insecurity.

4. Randomly select students who participated in the survey from each institution to receive $100 incentives. The number of incentives for each institution will depend on institution size. Students who wish to be entered into the incentive drawing will be asked to provide a contact email address. The Hope Center for College, Community, and Justice at Temple University will distribute incentives to students.

5. Provide each participating college with an institution-level summary report of its students’ survey results by March 1, 2021.

Responsibilities of Participating Colleges:
1. Send recruitment emails to all enrolled students for participation in the survey in the first four weeks of classes during the fall of 2020. Institutions will send an email once per week for four weeks.

2. Complete payment to the Hope Center for College, Community, and Justice at Temple University by October 15, 2020. If your institution would like to apply for a scholarship, you can do so toward the end of this form.

3. Complete a brief survey about the administration of the survey later in spring 2021. This survey will give researchers context for understanding the survey in your institution.
To register your institution for the survey, please review the following requirements and affirm that you meet them:

We are able to field the survey in the first four weeks of our fall term.

- [ ] Yes
- [ ] No

We are able to administer the survey to all enrolled students by email.

- [ ] Yes
- [ ] No

Our IRB office agrees to rely on Temple University’s IRB determination.

- [ ] Yes
- [ ] No

Will your institution participate in the fall 2020 survey?

- [ ] Yes, consider this my Acknowledgement of Participation!
- [ ] My institution has not yet decided to participate.
IF “NO” TO ANY OF QUESTIONS ABOVE:

Institution name:

________________________________________________________________

Your name:

________________________________________________________________

Your email address:

________________________________________________________________

It sounds like you may need some technical support before signing up for the #RealCollege Survey, or have not yet made a final decision about signing up for the survey.

For more information about the survey, please see our #RealCollege Survey website. For support with specific questions, please reach out to the Hope Center’s Research Team at hopesrvy@temple.edu.

We will be in communication with you to sort out the logistics and confirm you are ready to commit to the survey.

ENROLLMENT INFORMATION (IF “YES” TO ALL QUESTIONS ABOVE):

Institution name:

________________________________________________________________

State where institution is located:

________________________________________________________________

Is your institution public or private?

☐ Public

☐ Private

Is your institution a community college or technical college?

☐ Yes, it is a community college or technical college

☐ No, it is not a community college or technical college
Primary contact name: __________________________________________________________________

Primary contact title: __________________________________________________________________

Primary contact email: __________________________________________________________________

Primary contact phone: __________________________________________________________________

Name of person responsible for survey distribution (can be primary contact): ____________________________

Email of person responsible for survey distribution (can be primary contact): ____________________________

What is your institution’s total projected student enrollment (headcount) for fall 2020?

☐ Less than 1,500

☐ 1,500-3,999

☐ 4,000-7,999

☐ 8,000-14,999

☐ 15,000-21,999

☐ 22,000 or more

What is your institution’s annual operating budget (in millions of dollars, please use 2018-2019 academic year if possible)? ____________________________
Is your institution a Historically Black College or University (HBCU)?

- Yes
- No

Does your institution have NCAA Division 1 sports?

- Yes
- No

First day of classes for fall 2020 term:
Day:
Month:

Is your institution interested in sharing the survey with students using a flyer and/or QR code?

- Yes
- No

Does your college currently have the ability to send text messages to all enrolled students?

- Yes
- No

Is your institution interested in sharing the survey with students via text message?

- Yes
- No

IRB

To field a survey of students we need to be in compliance with Institutional Review Board (IRB) standards. To do so, the Hope Center for College, Community, and Justice completes an IRB process through Temple University. The Hope Center will provide the determination letter and more information for interested IRB offices after we review your enrollment information. Thank you for agreeing that your IRB office will rely on Temple University’s IRB determination.

Name of IRB contact person at your institution:

________________________________________________________________________
Title of IRB contact person:

________________________________________________________________

Email address of IRB contact person:

________________________________________________________________

SCHOLARSHIP

In order to support the increased demand for this survey, we charge a fee for each participating institution. This fee includes the commitments noted in this document and the incentives for students. Payment is due by October 15, 2020.

A limited number of partial and full scholarships are available to support the participation of institutions facing financial challenges.

Does your institution want to apply for a scholarship?

○ Yes

○ No

Is your institution seeking #RealCollege data for a specific activity? Please describe.

________________________________________________________________

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PAYMENT

The Hope Center Finance Team will provide an invoice for payment. In some cases, a billing address is needed to complete the invoice. Please provide the below information for the invoice.

What is your institution's billing address?

- Street Address ________________________________
- City ________________________________
- State ________________________________
- Zip Code ________________________________

THANK YOU

We look forward to working with you to survey students about their real college experiences in fall 2020! We will reach out to you with more information and next steps.

If you have questions, please contact the research team at hopesrvy@temple.edu. The Hope Center for College, Community, and Justice at Temple University is located at Ritter Annex, 1301 Cecil B. Moore Avenue, Philadelphia, PA 19122.