



Louisiana Center Addressing Substance Use  
 in Collegiate Communities  
 Louisiana Board of Regents  
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## 2025 LOUISIANA CORE SURVEY TIMELINE – PREPARATION TO ADMINISTRATION

TASK	MY ACTION	DUE	DONE
<p><b>TASK 1:</b> Complete and return <b>FORM 1: Permission to Release Survey Data and Designation of LaHEC Liaison</b></p> <p><b>TASK 2:</b> Complete &amp; return <b>FORM 2 (all schools) FORM 2a (ONLINE schools only)</b></p> <p><b>TASK 3:</b> Complete FORM 3 and submit IRB Application to <u>your</u> institution.</p>	<p><b>RETURN FORM 1:</b> <i>Permission to Release Survey Data and Designation of LaHEC Liaison</i> by <b>EMAIL</b> to <a href="mailto:lacasu@laregents.edu">lacasu@laregents.edu</a> <b>OR FAX</b> to <b>225-342-9318</b>.</p> <p><b>Forms to be returned from this packet include:</b></p> <ul style="list-style-type: none"> <li>○ <b>FORM 2:</b> Survey Methods (<b>ALL</b> institutions)</li> <li>○ <b>FORM 2a:</b> Incentives for ONLINE Survey Response Form</li> </ul> <p><b>Complete and submit</b> this packet to <b>your</b> 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.</p>	<p><b>Friday</b> <b>10/11/24</b></p>	
<p><b>Task 4:</b> Submit IRB Approval to the LaCASU Office</p>	<p><b>Submit IRB Approval Letter</b> to administer the Core Survey on your campus to the LaCASU office by <b>email</b> at (<a href="mailto:lacasu@laregents.edu">lacasu@laregents.edu</a>) or by <b>fax</b> at <b>225-342-9318</b>. <b>*Please submit as soon as you receive approval.*</b></p>	<p><b>Friday</b> <b>11/15/24</b></p>	
<p><b>Task 5:</b> Survey Preparation</p>	<p><b>FORM 4:</b> Status of Obtaining Student Sample</p> <ul style="list-style-type: none"> <li>○ Work with university officials to obtain a representative/random sample of undergraduate students to be surveyed for either paper/pencil or online version.</li> <li>○ <b>Paper/Pencil Version:</b> Finalize arrangements with Registrar, Academic Affairs or other university personnel.</li> <li>○ <b>Online Version:</b> Finalize arrangements with IT Office for emailing surveys               <ul style="list-style-type: none"> <li>▪ <b>Finalize incentives where applicable.</b></li> </ul> </li> <li>○ Return completed form to the LaCASU office by email (<a href="mailto:lacasu@laregents.edu">lacasu@laregents.edu</a>) or fax <b>225-342-9318</b>.</li> </ul>	<p><b>Friday</b> <b>01/17/25</b></p>	
<p><b>Task 6:</b> Survey Administration</p>	<p><b>Administer the Core Survey on your campus.</b> The online portal will be open throughout the administration period and Paper/Pencil institutions can administer at any time during this time frame.</p>	<p><b>Mon. 01/27/25 -</b> <b>Mon. 02/07/25</b></p>	
<p><b>Task 7:</b> Receive Core Survey Results</p>	<p>Individual institution results will be emailed from the Core Institute to each liaison by this date.</p>	<p><b>Wednesday</b> <b>04/30/25</b></p>	