

How To Participate

A step-by-step guide to a pain-free survey experience



2022-23 Data Collection Dates

SEPTEMBER 1

Survey Participation and Information Templates (SPIT) posted to the CUPA-HR website.



NOVEMBER 1

Data collection opens. Survey invitation emailed to all data providers on file.

DECEMBER 23 – JANUARY 2

CUPA-HR closed for the holidays.

**ADD THESE
DATES TO
YOUR
CALENDAR!**

JANUARY 6

Data collection ends at midnight EST.

2022-23 Survey Schedule

Data Collection Opens	Data Collection Closes
Nov. 1, 2022	Jan. 6, 2023

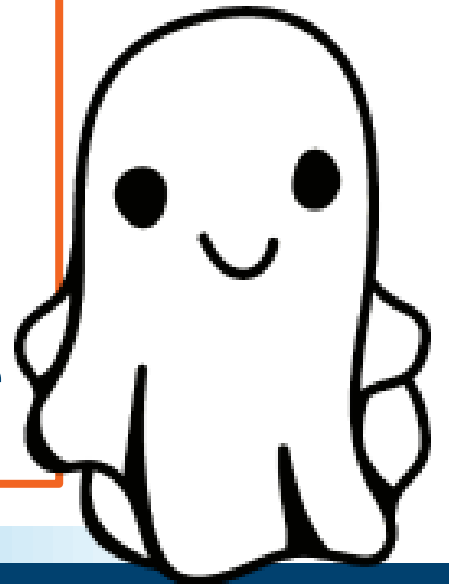
<https://www.cupahr.org/surveys/survey-participation/>

Data Provider Management

- Easily view and edit data providers.
- Login is required. Access restricted to CHRO, CUPA-HR membership contact, and current data providers.
- Data provider notified via email when access added – within five minutes.
- Contact memberservice@cupahr.org if you need assistance updating data providers.


October Planning Guide

- ❑ **UPDATE** data providers for all surveys (administrators, professionals, staff, faculty and benefits).
<https://www.cupahr.org/surveys/survey-participation/>
- ❑ **MATCH** CUPA-HR position descriptions and CIP codes to incumbents using 2022-23 SPIT file.
- ❑ **MATCH** incumbents in the one position where they spend the majority of their time.
- ❑ If you're unable to find an appropriate match, **SKIP** the incumbent.
- ❑ **COMMUNICATE** with the appropriate department early to prepare the required data in Institutional Basics.





November Planning Guide

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- ☐ **READ** the instructions for each survey you're completing (located in the SPIT file). **REVIEW** the upload file formatting codes. Ask questions early.
 - ☐ **UPDATE** participation status for each survey you're completing to 'will participate'. This will unlock the survey for uploading data.
 - Surveys > Survey Menu
 - ☐ **PREPARE** salary and demographic data upload files for each survey you're completing and **UPLOAD** data.
 - ☐ Questions? **ASK RESEARCH**



December Planning Guide

- ☐ **CONFIRM** template is formatted as stated in directions.
UPLOAD your salary and demographic data for each survey.
- ☐ **RUN** PDF/Excel of data submitted and review data for accuracy.
- ☐ **RETURN** to Surveys > Survey Menu and check the box for each survey that reads “My institution has completed this survey” to transmit your data.
- ☐ **RELAX** and enjoy the holidays! You’re done!



January Planning Guide



- ☐ **DON'T PANIC!** You still have time, but the deadline is quickly approaching. Please don't wait until the last minute to upload your data.
- ☐ **UPLOAD** your salary and demographic data and resolve any errors. The system will identify the row number or column with the error. **REVIEW** the upload directions, make appropriate corrections, and upload your file again.
- ☐ **RESPOND** to inquiries from our research team on any questionable data points. Add @cupahr.org to your safe senders list.
- ☐ **POSITION SUGGESTIONS?** Complete New Position Suggestion Form.

Check EACH Survey Completed

PRINT

Print or Download a PDF or Excel export of the data you've entered in each survey. Review each incumbent line item for accuracy.

TRANSMIT

Check (✓) the survey status box that reads "My institution has completed this survey". This will transmit your data.

You are not done until this box is checked.

CONFIRM

The system will email you a confirmation message when you check 'Done' and again when we've accepted and cleaned your data.

TIPS AND TRICKS

TIME SAVER



Did you participate last year? If so, run an Excel export of the prior year survey data. Update for new and former incumbents, upload the file and you're done!

UPLOADS

Can't get the upload option to activate? Make sure you've checked "will complete" on the Survey Menu to open the survey.



GETTING ACCESS



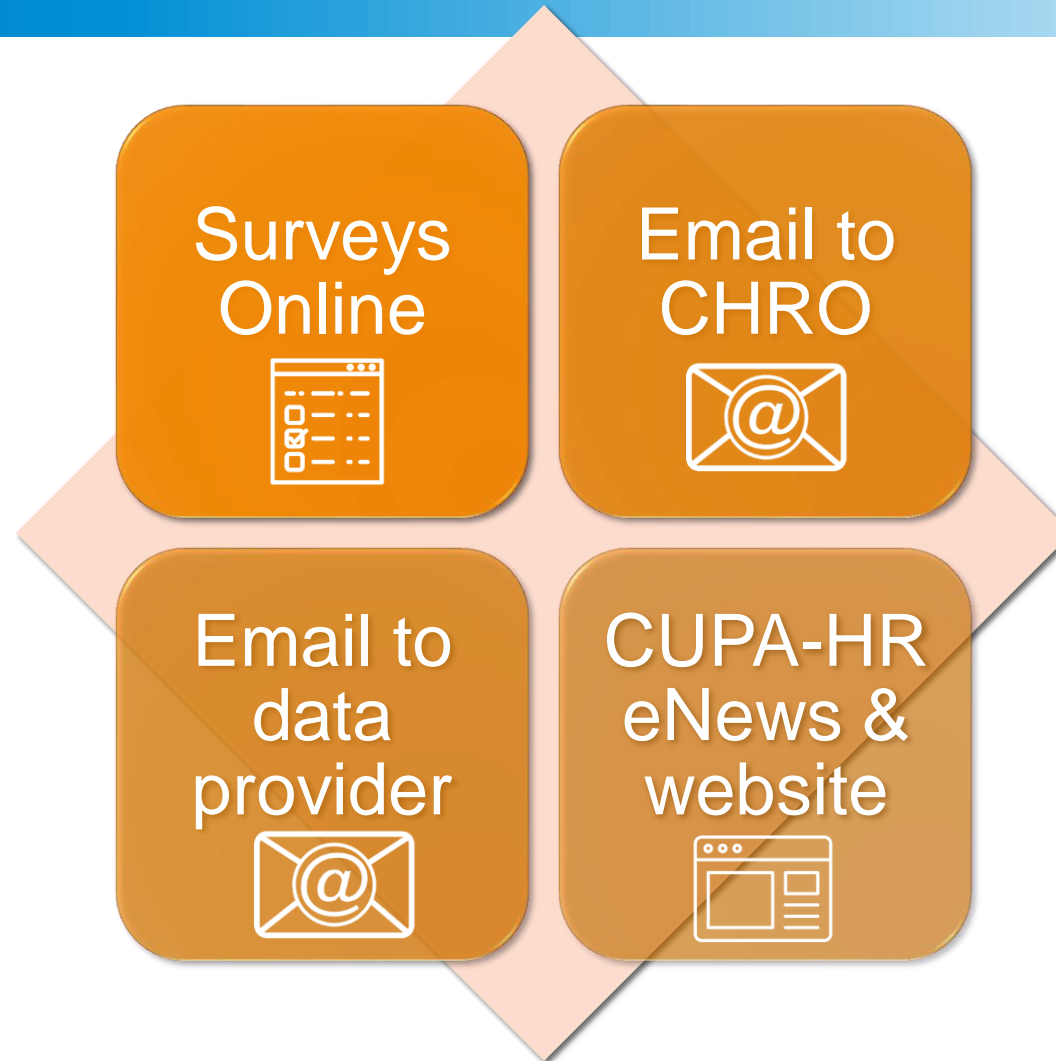
Don't have access to complete a survey? Update your data providers online from our participation page. Please do this early.

ERRORS

Errors when uploading? Upload codes and headers must be precise. Don't do calculations anywhere in your upload file.



How We Communicate With You



How to Contact Your CUPA-HR Research Team

Ask Research

research@cupahr.org



Attach your file



**Provide specifics
of your issue**



**Avoid the rush –
ask early**



Important Links

Participation Information, Schedule, Update Data Providers

<https://www.cupahr.org/surveys/survey-participation/>

About DataOnDemand

<https://www.cupahr.org/surveys/dataondemand/>

Purchasing DataOnDemand

<https://www.cupahr.org/surveys/pricing-and-ordering/>