Project Information Summary

Institution Name:

PI Name & Email:

Other Key Staff:

Program Name:

Program Description:

Intervention Description

Target Audience

Intended Outcomes

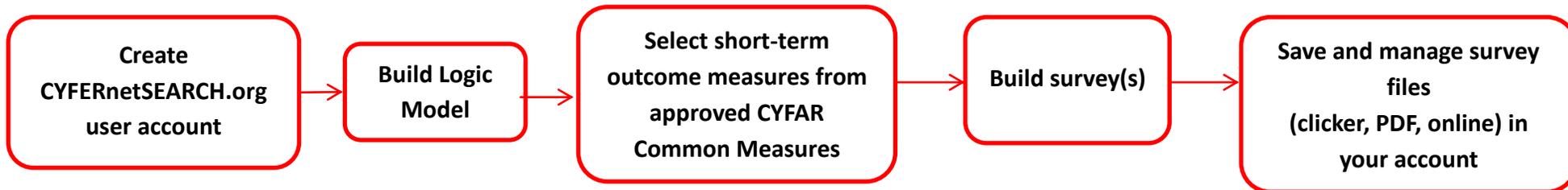*Key Partners*

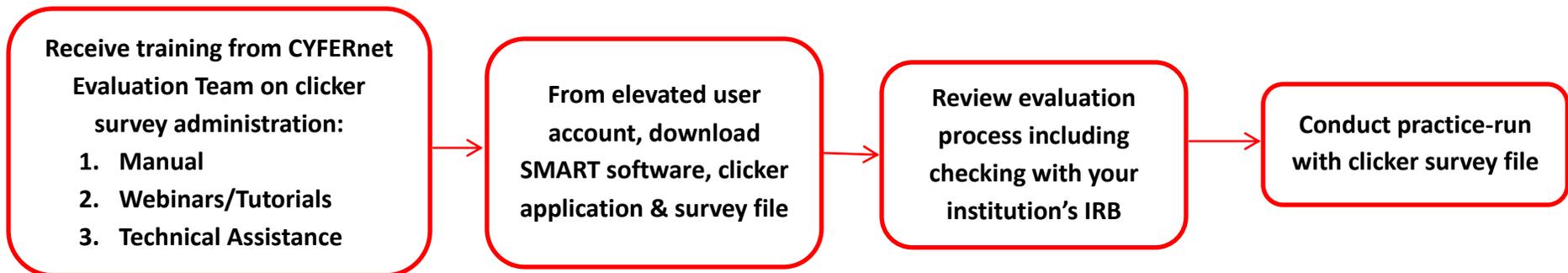**Identified Common Measure:**

Questions for us?

Checklist

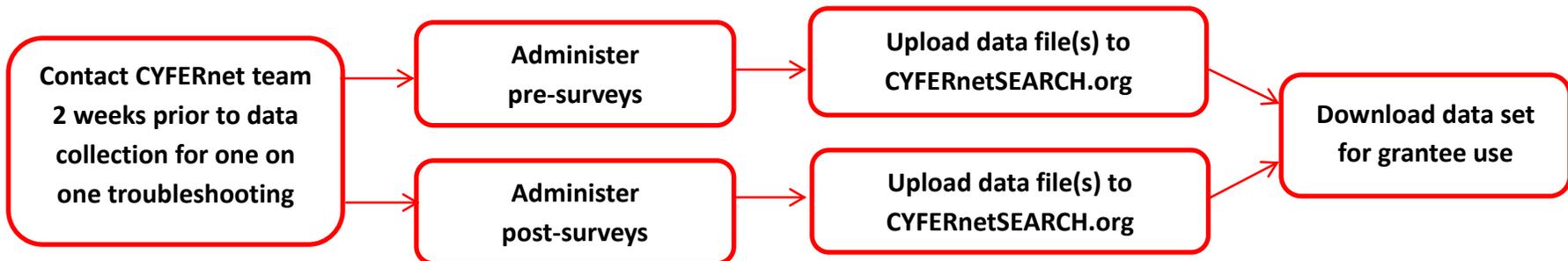|	
☐	Create a user account on CYFERnetSEARCH.org
☐	Complete a logic model using the CYFERnetSEARCH.org logic model builder
☐	Identify the short-term outcome common measure(s) appropriate for your CYFAR program
☐	Check with your institution's Institutional Review Board (IRB) regarding how they interpret the federal regulations related to the protection of human subjects
☐	Identify the person(s) at your site responsible for data collection
☐	Provide training to the data collectors – subscribe to the CYFAREVAL listserv, participate in webinars, and/or contact your TA provider directly for training
☐	Establish a timeline for administering the pre-survey and post-survey
☐	Build your survey in your CYFERnetSEARCH.org account and have the CYFERnet Evaluation team elevate your account to enable clicker tool access
☐	Download the survey clicker application and file from your account
☐	Check system requirements for installing clicker software (Windows XP, Vista, or 7)
☐	Install SMART software and CYFERnet Clicker Application
☐	Verify needed hardware for administering surveys with clickers (laptop, power cord, projector, screen, clickers)
☐	Conduct practice-run with clickers
☐	Contact TA team two weeks prior to data collection for one on one assistance
☐	Arrange back-up survey data collection methods (on-line or PDF)

THE CYFAR COMMON MEASURES DATA COLLECTION PROCESS

Phase One

Create CYFERnetSEARCH.org user account → Build Logic Model → Select short-term outcome measures from approved CYFAR Common Measures → Build survey(s) → Save and manage survey files (clicker, PDF, online) in your account

Phase Two

Receive training from CYFERnet Evaluation Team on clicker survey administration:
1. Manual
2. Webinars/Tutorials
3. Technical Assistance

→ From elevated user account, download SMART software, clicker application & survey file → Review evaluation process including checking with your institution's IRB → Conduct practice-run with clicker survey file

Phase Three

Contact CYFERnet team 2 weeks prior to data collection for one on one troubleshooting

→ Administer pre-surveys → Upload data file(s) to CYFERnetSEARCH.org

→ Administer post-surveys → Upload data file(s) to CYFERnetSEARCH.org

→ Download data set for grantee use

Phase Four

Grantees:
Use CYFERnetSEARCH.org to create basic site-level reports of common measure data

CYFERnet Evaluation Team:
Use common measure data to provide aggregate-level analysis of CYFAR initiative