

The IDEA Center
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www.theideacenter.org

IDEA Feedback College and University Administrators Fee Schedule

To register for any of the IDEA Feedback Systems for College and University Administrators, you must complete the Request Form (available by contacting The IDEA Center). *Surveys will only be administered as part of an institution's official evaluation/feedback process or with the administrator's consent.* Reports will be printed and shipped within ten business days of the conclusion of the survey administration. All systems are administered online via the Internet.

IDEA Feedback for Administrators System (Effective January 1, 2011 through December 31, 2011)
\$200 per Administrator* plus \$1.50 for each individual notified of the survey via e-mail
<u>Optional: Custom Additional Questions</u> \$50 per Administrator or Chair being rated. See the Guide to Administering IDEA Feedback Systems for additional information.

*Charge covers initial and reminder e-mails to administrator, three copies of the report (including responses to open-ended questions), and shipping.

There is a \$25 cancellation fee if a campus decides not to proceed after the e-mail addresses have been loaded into the system. A \$50 fee will be assessed to correct emails that were undeliverable.

Notice

This notice concerning use of materials and services from The IDEA Center is assumed by the Center to have been accepted by the purchasing party when the purchasing party accepts delivery of Center materials and/or services.

1. The purchasing party assumes complete responsibility for personnel decisions made using data provided by the Center, and holds the Center harmless from any and all liability for injury or damages arising out of the purchasing party's use or non-use of data provided by the Center.
2. The purchasing party will permit the Center to use data produced through this relationship for the purpose of establishing national norms and conducting research, so long as the Center does not publish data identifying institutions or individuals in those institutions.
3. The purchasing party will refrain from designing or acquiring a computer program for producing any reports or instruments in any form for any IDEA Feedback Systems for College and University Administrators.

Emails provided to The IDEA Center will be used solely for the purpose of survey administration.

You can download the Request Form at www.theideacenter.org/AdminRequestForm.