

Timeline for The National Citizen Survey™

Legend:

← Indicates when items from NRC are due to you → Indicates when items from you are due to NRC ⊙ Indicates information items

Item	Date
Preparing for the Survey	
⊙ The NCS survey process is initiated upon receipt of your enrollment form and first payment	week 1
← NRC emails you The NCS worksheets to customize The NCS	week 1
→ Due to NRC: Selection of add-on options and basic contact worksheets	week 3
→ Due to NRC: Drafts of the three optional custom questions to be included in the survey	week 3
→ Due to NRC: Information to customize The NCS survey	week 4
→ Due to NRC: Zip code/sampling worksheet	week 4
→ Due to NRC: Area Boundary files for geographic comparison areas (if the geographic crosstabulations add-on is selected)	week 4
→ Due to NRC: Additional payment for add-on options	week 5
⊙ NRC finalizes the survey instrument and mailing materials	week 6
⊙ NRC generates the sample of households in your jurisdiction	weeks 5-6
← NRC provides confirmation documents about options selected by your jurisdiction and a .Pdf sample of the postcard and mailing envelope for your records.	week 5
⊙ NRC prints materials and prepares mailings	week 6
→ Due to NRC: Selection of demographic crosstabulation variables (if demographic crosstabulations add-on selected)	week 6
→ Due to NRC: Selection of custom benchmark profile(s) (if custom benchmark add-on selected)	week 6
Conducting the survey	
⊙ Survey materials are mailed	
⊙ Prenotification postcards sent	week 7
⊙ 1st wave of surveys sent	week 8
⊙ 2nd wave of surveys sent	week 9
⊙ Data collection: surveys received and processed for your jurisdiction	weeks 8-12
⊙ During this time, you will receive postcards that were undeliverable due to bad addresses, or vacant housing units. This is normal. Please count all the postcards, as we will subtract the number of returned postcards from the total number mailed to estimate the number of "eligible" households in calculating the final response rate.	
→ Due to NRC: Final count of returned postcards	end of week 12
⊙ Survey analysis and report writing	weeks 12-14
⊙ During this time, NRC will process the surveys, perform the data analysis, and produce a draft report for your jurisdiction. The report of results will contain a description of the methodology, information on understanding the results, and graphs and tables of your results, as well as a description of NRC's database of normative data from across the U.S. and actual comparisons to your results, where appropriate.	
← NRC emails draft report (in PDF format) to you	beginning of week 15
← NRC sends invoice for balance due on The NCS Basic Service and any additional add-on options	beginning of week 15
→ Due to NRC: Jurisdiction feedback on the draft report (most final reports are identical to the draft reports, except being labeled as final instead of draft)	week 16
← NRC mails final report and data file to you (unless otherwise specified)	week 17