

## Timeline for The National Citizen Survey™

<b>Legend:</b> ← Indicates when items from NRC are due to you → Indicates when items from you are due to NRC ⊙ Indicates information items
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Item	Date
<b>Preparing for the Survey</b>	
⊙ The NCS survey process is initiated upon receipt of your enrollment form and first payment	Oct 7
← NRC emails you The NCS worksheets to customize The NCS	Oct 7
→ Due to NRC: Selection of add-on options and basic contact worksheets	Oct 21
→ Due to NRC: Drafts of the three optional custom questions to be included in the survey	Oct 21
→ Due to NRC: Information to customize The NCS survey	Oct 28
→ Due to NRC: Zip code/sampling worksheet	Oct 28
→ Due to NRC: Area Boundary files for geographic comparison areas (if the geographic crosstabulations add-on is selected)	Oct 28
→ Due to NRC: Additional payment for add-on options	Nov 4
⊙ NRC finalizes the survey instrument and mailing materials	Nov 11
⊙ NRC generates the sample of households in your jurisdiction	Nov 4 to Nov 11
← NRC provides confirmation documents about options selected by your jurisdiction and a .Pdf sample of the postcard and mailing envelope for your records.	Nov 4
⊙ NRC prints materials and prepares mailings	Nov 11
→ Due to NRC: Selection of demographic crosstabulation variables (if demographic crosstabulations add-on selected)	Nov 11
→ Due to NRC: Selection of custom benchmark profile(s) (if custom benchmark add-on selected)	Nov 11
<b>Conducting the survey</b>	
⊙ Survey materials are mailed	Nov 18 to Dec 2
⊙ Prenotification postcards sent	Nov 18
⊙ 1st wave of surveys sent	Nov 25
⊙ 2nd wave of surveys sent	Dec 2
⊙ Data collection: surveys received and processed for your jurisdiction	Nov 25 to Dec 23
⊙ 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	Dec 23
⊙ Survey analysis and report writing	Dec 23 to Jan 6
⊙ 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	Jan 13
← NRC sends invoice for balance due on The NCS Basic Service and any additional add-on options	Jan 13
→ 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)	Jan 20
← NRC mails final report and data file to you (unless otherwise specified)	Jan 27