

## National Study of Learning, Voting and Engagement (NSLVE)

### Participation Authorization Form: Step-by-Step Instructions

Thank you for your interest in the National Study of Learning, Voting and Engagement, a signature initiative of the Institute for Democracy & Higher Education (IDHE). With CIRCLE, we are a research branch of the Jonathan M. Tisch College of Civic Life, Tufts University. We are happy to have your campus participate.

To join NSLVE you have to submit a 2-page authorization form. You have an option to sign an [ELECTRONIC form](#) or [PAPER form](#). Whichever you choose, the document must be signed by an authorized **Signatory** on behalf of your institution. Typically, the signatory for a campus is a President, Vice President, Dean of the college, Dean of Students, Provost, Registrar or Institutional Research Director, but this is always unique at each campus.

When completing the authorization form each campus must also designate a **Report Recipient**, who may be the same person as a signatory. At this time, we can only send the report to one person on campus who can then share the report with others. In addition to receiving the NSLVE report, the report recipient will also receive occasional IDHE Updates with links to our most important research findings and resources we create for campuses to increase their student political learning and engagement in democracy.

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#### Filling out the form:

1. (FOR ELECTRONIC VERSION ONLY) Read instructions on the form's landing page and enter your name and email address to get access to the form. You do not need to have a DocuSign account.
2. Page 1: Write your institution's name at the top of the page.
3. Page 2:
  - a. Fill out your designated report recipient's information after the line that reads: "The Institution authorizes CIRCLE to send the resulting report(s) to the following individual or her/his successor."
  - b. Write your institution's name again once prompted.
  - c. Write your institution's OPEID number. If you don't know this number you can look it up here: <http://nces.ed.gov/collegenavigator/>.
  - d. Fill out your authorized signatory's information in the lines that follow the OPEID number information.
  - e. Sign and date the form.
4. (FOR PAPER VERSION ONLY) Email the completed form to [NSLVE@tufts.edu](mailto:NSLVE@tufts.edu).
5. (FOR ELECTRONIC VERSION ONLY) Download the document for your records. NSLVE will automatically receive your signed form.
6. You will receive an email from us confirming receipt of the form, with an approximate date of your first tailored NSLVE report.

Should you have any questions, please email us at [NSLVE@tufts.edu](mailto:NSLVE@tufts.edu).

Thank you and we look forward to having you in our study!