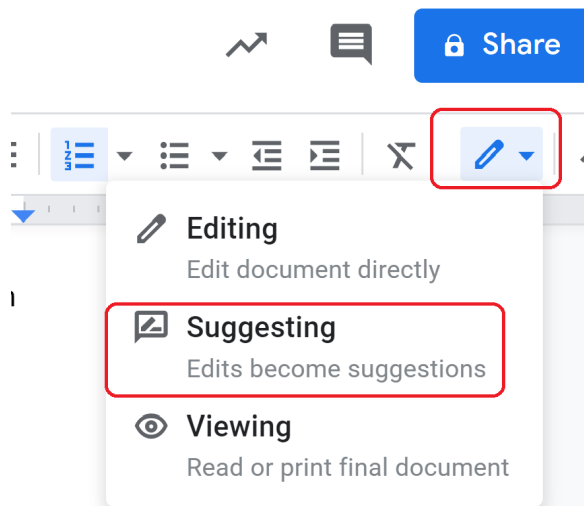
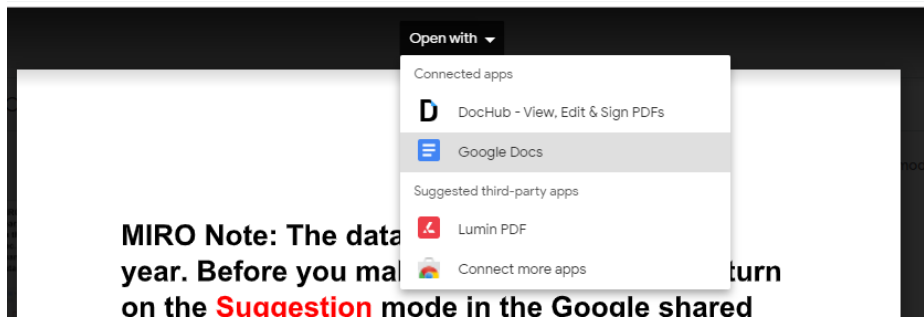


1. Survey completion time: It is suggested that survey respondents complete the survey on **October 15th** each year. If it falls on a Saturday, Sunday, or holiday, the deadline is postponed to the end of the next workday.
2. Data year: please provide **Fall 2020** data.
3. Most of the cells in the Word document have been rolled over from last year. Before you make any changes, please turn on the Suggestion mode in the Google shared doc to track the changes. This is to help us easily identify where the changes are made so that we can update the data in the online surveys accordingly.



4. To open the file in the Google shared folder, please click “Open with” first and then choose the app to open with:



5. Archive: previous years' data can be found in the archive.
6. Please contact MIRO (miro@hawaii.edu) if you have any questions.