

Directions

Each membership will complete this survey regardless of whether they have already paid for SAN Year 6.

1. Choose **ONE coordinator per membership** to complete the registration form.
 - Memberships with multiple institutions must choose **ONLY one coordinator** to complete the registration form.
2. Follow instructions for submission as indicated on the form.
3. Question #1 part 1 - Indicate membership name (Institution, System, Consortium, or Partnership)
 - Example for a partnership: Case Western University & Kent State University
 - Example for a system: North Dakota University System
4. Question #1 part 2 – Provide contact information for the two Coordinators as instructed on the form.
5. Question #2 part 1 – Indicate how your membership should be billed.
6. Question #2 part 2 –Complete response as indicated if multiple invoices are required.
7. Question #3 - If there are **more than 10 institutions** that are part of your membership do the following:
 - a. Download preformatted excel file to complete and email ALL institution information for your membership to cdowd@wiche.edu.
 - b. DO NOT attempt to provide only some institution information within this online survey.
 - c. Scroll to the bottom of the form to submit the application with completed questions 1-2 and send excel sheet to cdowd@wiche.edu for question #3.
8. Question #3 - If your membership includes 10 institutions or less, complete the online survey of institution information for your membership and then scroll to the bottom of the form to submit the application.
9. If your membership has not been paid for SAN Year 6, this survey will prompt an invoice to be sent to the contact provided on this survey.
10. Any questions, contact Cheryl Dowd at cdowd@wiche.edu or Marianne Boeke at Marianne@nchems.org.