

**TAPE or CD TRANSCRIPTION REQUEST**  
**NORTHERN ILLINOIS UNIVERSITY**  
 College of Education  
 Research, Evaluation and Policy Studies  
 Graham Hall 243

To be completed by client.

Date of Request: \_\_\_\_\_

Date Needed: \_\_\_\_\_

**REPS reserves the right to decline transcription of tapes of extremely poor quality.**

Client Name:		Department:	
Rank:		Tenured _____	Non-Tenured _____
Beginning Date of Employment at NIU:		Number of Tapes or CDs for transcription:	
Project Name:			
Billing Address: _____ _____ _____		Office Address: _____ _____ _____	
Method of Payment: <input type="checkbox"/> Personal Funds <input type="checkbox"/> Grant Funds * <input type="checkbox"/> Department Funds * <input type="checkbox"/> Dean's Research Grant Funds * A/C # to be charged: * _____			
Phone Number:		E-Mail Address:	
Notify for pick-up via: <input type="checkbox"/> E-mail		<input type="checkbox"/> Telephone	

In compliance with the Code of Federal Regulations 45 CFR part 46 (Protection of Human Subjects), have you obtained an IRB APPROVAL prior to the data collection  Yes  No  Not applicable to the project.

**If yes, PLEASE SUBMIT COPY OF IRB CLEARANCE WITH RESEARCH REQUEST**

**Special Instructions if any:** (Attach an extra sheet if necessary.)


Client's Signature: \_\_\_\_\_

IN Date	Tape or CD Name	Length	# Speakers	OUT date	Signature

Note: Sign-in: For original tape(s)/CD(s) only. Sign-out: 1) original tapes or CDs, 2) transcription hard-copy(s), and 3) transcription disk-copy(s).

**(See Reverse for Transcription Policies/Rates)**

**Office of Research, Evaluation and Policy Studies (REPS)**  
College of Education, 243 Graham Hall, Northern Illinois University

**TAPE or CD TRANSCRIPTION POLICIES/RATES**

1. Customer completes and delivers a *Tape or CD Transcription Request* form to the REPS office, accompanied by the tapes or CDs.
2. Transcription jobs are processed on a first-come, first-serve basis. Reasonable effort is made to complete transcriptions by the desired return date; however, adequate turn-around time must be allowed, i.e., two-weeks for a single tape or CD (as other jobs on queue will be processed in the date order received). Extra turn-around time must be allowed for transcription jobs containing multiple tapes or CDs as well as for group interviews.
3. Once the transcription is completed, spell-checked, and edited (by a second pass through recorded materials), the client will be notified to sign out and pick up his/her packet containing the transcript hard copy(s), a computer disk(s) which contains the transcript(s), and the original tapes or CDs. It is the policy of REPS that these items be picked up by the client, in person, in order to insure that no materials are lost in the mail.
4. Transcription materials not picked up (and signed out) within 3 months of completion of the transcription will be disposed of. An electronic copy of the transcription will be maintained in our files for one year only, after which time it will be purged from our files.

Transcription charges:

15 minute tape or CD-time, 1 person or 1-on-1 interview .....	\$ 25.00
30 minute tape or CD-time, 1 person or 1-on-1 interview .....	\$ 50.00
45 minute tape-or CD-time, 1 person or 1-on-1 interview .....	\$ 75.00
60 minute tape or CD-time, 1 person or 1-on-1 interview .....	\$100.00

GROUP Interviews: Same as above for first 2 parties PLUS  
per each additional party for each 15 minutes of recording-time....\$ 10.00

**HELPFUL HINTS FOR TAPE or CD RECORDING**

1. Current CD transcription capability is recordings in file formats WAV, MP3, DVF or MSV.
2. Current tape transcription capability is standard audio cassette tapes.
3. Prior to commencing the interview, identify the tape or CD by verbally recording on the tape the Interviewer's name, project name and date, followed by stating the first names of all persons participating in the interview. Late-coming interviewees should also be identified by their first names.
4. Choose an interview **site that eliminates or at least minimizes background noise.** Background noises often obliterate the speakers' voices.
5. If using a previously used tape, erase everything from the tape before beginning to record. Occasionally previously recorded information will bleed through and can be heard simultaneously with the current recording, which makes it impossible to transcribe the current recording.
6. Set the tape recorder speed at about mid-way of the range.
7. Set the tape recorder volume at about three-fourths of the range.
8. Place the tape recorder equidistance from each interview participant.
9. If using a BATTERY OPERATED TAPE RECORDER, check the batteries with a tester to ensure that they are strong. Weak batteries affect the pick-up volume and may run completely down in mid-interview.
10. Label the tape or CD with the same Interviewer's name, project name and date as requested in Item 3.
11. **Discourage dual or multiple simultaneous voices during recording.**
12. In group interviews, request participants to identify themselves by first name each time they present information.
13. **Request interview participants to speak firmly, clearly and in a well modulated voice to facilitate tape pick-up.**