



Institutional Research Survey Proposal Form

Name: _____ Department: _____

Email: _____ Phone: _____

Faculty/Staff Sponsor (if requester is a student): _____

Please answer the following questions and attach a copy of your survey to this form.

1. What is the title of your survey? _____

2. Who will be administering the survey? _____

3. What population will be surveyed? _____

4. Do you plan to survey: ☐ the entire population ☐ a sample

5. When will the survey be administered?

Begin Date: _____ End Date: _____

6. Why is the survey project being done? What are your research questions?

7. How will the survey be administered (i.e., in class, by surface mail, electronically)?
(Please describe in detail.)

8. Will survey recipients' contact information (e.g., email addresses, mailing addresses) or any other data be needed from IR or Computing in order to administer the survey?

☐ Yes ☐ No

If *Yes*, please explain.

9. How will respondents' confidentiality be maintained?

10. Who will be doing the data analysis?

11. To whom will the research results be disseminated, and how will the findings be used?

12. Will this be a one-time survey or will it be administered on a cyclical basis?

13. If there is anything else you think we should know about this project, please describe it here.
