

### 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?

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\_\_\_\_\_  
\_\_\_\_\_

10. Who will be doing the data analysis?

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

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

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

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