

Default Question Block

Please complete the surevy request form at least 6-8 weeks in advance of the intended survey launch date. Submission of this form does not constitute approval. You will be contacted once the request is reviewed. If you have questions about survey research or this form, contact the <u>Office of Institutional Effectiveness</u>.

Be sure to contact the Goucher Institutional Review Board to determine if your survey requires IRB approval. See the <u>IRB</u> webpage for information.

Survey Name		

Primary Survey Administrator Name

Primary Survey Administrator Email
Division
Department/Office/Unit
Proposed Survey Launch Date

Proposed Survey Closed Date

Has this survey been conducte Yes No	d in the past?	
Please provide details about po	ast survey administrations	
What questions are you trying to answer or what are you trying to learn from this survey?		
Who is responsible for the following?		
Survey Development		
Survey Administration		

Data Collection		
Data Analysis		
Data dissemination		
How will the results be used?		
How will the results be shared?		
If the survey is external, will you non-Goucher administrator?	get unit record date	a from the

Survey Population(s)
Students Faculty Staff Other
Students (select all that apply):
□ Perspectve students□ First Year
Sophomore
☐ Junior
Senior
New graduate students
Returning gradaute students
Alumni
Other
Faculty (select all that apply):
☐ Full-Time
☐ Part-TIme/Adjunct

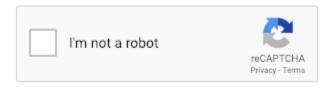
<u>ا</u> ا	Other
S	taff (select all that apply):
	Full-Time, Exempt
	Part-Time, Exempt
☐ F	Full-Time, Non-Exempt
П I	Part-Time, Non-Exempt
	Contract
	Other
L	
_	Vill this survey be to the entire population or to a sample? OIE can assist with sampling)
0 1	Population (everyone)
	Sample (selection of respondents)
Н	low will the survey be distributed? (select all that apply)
	Email
	Mail
☐ F	Face to Face/In-person
	Posted on a webpage

Posted in social media
☐ Included in a college publication
Other
Will this survey have incentives for completion?
O Yes
O No
What are the incentives?
Please attached survey questions or instrument. (Note: Qualtrics allows documents to be replaced but not removed)
Please attach survey invitation, cover letter/email. (Note: Qualtrics allows documents to be replaced but not removed)

Please attach any additional documents such as memorandums, etc. (Note: Qualtrics allows documents to be replaced but not removed)
Any additional comments or information?
My divisional head or vice president has knowledge of this survey project.
) No

Please verify you are a human visitor so we can prevent

automated spam submissions.



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