

## **Default Question Block**

Please complete the survey 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 [Office of Institutional Effectiveness](#).

Be sure to contact the Goucher Institutional Review Board to determine if your survey requires IRB approval. See the [IRB webpage](#) for information.

Survey Name

Primary Survey Administrator Name

[Empty text box]

Primary Survey Administrator Email

[Empty text box]

Division

[Dropdown menu with a downward arrow icon]

Department/Office/Unit

[Empty text box]

Proposed Survey Launch Date

[Empty text box]

Proposed Survey Closed Date

Has this survey been conducted in the past?

Yes

No

Please provide details about past 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 get unit record data from the non-Goucher administrator?

## Survey Population(s)

- Students
- Faculty
- Staff
- Other

## Students (select all that apply):

- Perspective students
- First Year
- Sophomore
- Junior
- Senior
- New graduate students
- Returning graduate students
- Alumni
- Other

## Faculty (select all that apply):

- Full-Time
- Part-Time/Adjunct

Other

Staff (select all that apply):

- Full-Time, Exempt
- Part-Time, Exempt
- Full-Time, Non-Exempt
- Part-Time, Non-Exempt
- Contract
- Other

Will this survey be to the entire population or to a sample?  
(OIE can assist with sampling)

- Population (everyone)
- Sample (selection of respondents)

How will the survey be distributed? (select all that apply)

- Email
- Mail
- 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?

- Yes
- 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.

- Yes
- No

Please verify you are a human visitor so we can prevent



automated spam  
submissions.

 I'm not a robot   
reCAPTCHA  
[Privacy](#) - [Terms](#)

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