

# Survey Planning Form

Use this form to submit information and materials to the Survey Coordinating Team (SCT) for review. The SCT will collect information about your planned survey purpose, population(s), and timing of administration. You may be asked to adjust your survey population or administration window accordingly. The SCT may also provide advice on survey design, cost/benefit consultation, and (if applicable) supplemental survey modules or questions.

\* Required

1. Email \*

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2. Why is this survey being conducted? What do you hope to learn, and how do you plan to use the data gathered through this survey? \*

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3. What decisions will or may be impacted by the information gathered through this survey? \*

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4. Please provide a brief (1-2 sentence) description of the survey that can be posted on the survey schedule webpage (<https://wp.stolaf.edu/ir-e/survey-sched/>). \*

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5. What is your proposed survey launch date? \*

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*Example: January 7, 2019*

6. What is your proposed survey end date? \*

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*Example: January 7, 2019*

7. If you do not have flexibility to alter these dates, please explain why.

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8. Please choose the statement below that best fits your situation. \*

*Mark only one oval.*

- This project does not require IRB review
- I'm not sure if this project requires IRB review
- This project requires IRB review, and I have already submitted my materials to St. Olaf's IRB    *Skip to question 15*
- This project requires IRB review, and I am planning to submit my materials to St. Olaf's IRB soon    *Skip to question 15*

9. Who do you plan to survey? Check all that apply \*

*Check all that apply.*

- St. Olaf students
- St. Olaf staff
- St. Olaf faculty
- St. Olaf alumni
- St. Olaf emeriti/retired employees
- Parents of current students

Other:  \_\_\_\_\_

10. How many individuals from this population/these populations would you like to survey? If you plan to survey an entire population of interest (e.g., all students, all faculty/staff), please explain why you believe this is necessary. If you plan to survey a subgroup or sample of an entire population, please describe the group (e.g., all first-year students, 50% of all students, all faculty teaching this semester). \*

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11. How do you plan to contact your survey population? Have you consulted with relevant individuals or offices (e.g., Dean of Students, Provost, Alumni and Parent Relations) about these plans? \*

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12. Approximately how long will it take participants to complete the survey? \*

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13. Who are the key individuals and/or offices that should see the survey results, and how do you plan to share the results with them? Note that if you plan to or may present results outside of St. Olaf, such as at a conference or in a scholarly journal, or post it on a publicly-accessible website, you also must submit an Ethics Plan to the IRB administrator. \*

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14. Please attach a copy of your survey instrument \*

Files submitted:

15. Please use the space below to provide any feedback on this process as we move through this pilot year.

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