

Policy and Procedures for Electronically Administered Surveys for Research Conducted by Students

November 11, 2009

1. Any student interested in conducting an electronic survey of faculty, staff or students should contact the Director of Assessment in the Office of Institutional Research, Planning and Assessment after obtaining IRB approval.
2. For the survey to be launched on the specified date, students should contact the Director of Assessment **two weeks** prior to **launch date** of the survey.
3. The student will provide the following documentation:
 - A. The completed Request for Electronic Survey form (see page 2) that includes:
 - Requestor's name and contact information.
 - Faculty/Staff sponsoring advisor and contact information.
 - Any sampling instructions. Assistance with sample selection can be provided. It is not recommended that the population of students, faculty and/or staff be used in any study. Previous experience has demonstrated that response rates are typically less than 15% when all email addresses are used. Email addresses are obtained from University reports. The Director of Assessment will obtain the email addresses and then work with the student to determine the appropriate sample size.
 - Date to open and close the survey.
 - Number of reminder emails.
 - Appropriate signatures.
 - B. Information resulting from the IRB review process to include:
 - A draft of the survey questions.
 - IRB documentation.
 - The email instructions for survey participants.
4. Upon receipt of all information, the Director of Assessment will import the survey into *Zoomerang*. The formatted survey will be emailed to the student and sponsoring advisor for review prior to launch.
5. The survey will be launched on the date specified with confirmation emails sent to both the requestor and the Director of Assessment. The student will also receive notification when reminder emails are sent.
6. The final data will be submitted to the student as a set of Excel tables and as an Excel dataset within one week of the close of the survey.

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Request for Electronic Survey for Student Research

Requestor's Name	
Requestor's Email address	
Faculty/Staff Advisor 's Name	
Faculty/Staff Advisor's Department	
Faculty/Staff Advisor's Email Address	
Sampling Instructions (Please indicate in the space provided.)	
Date to Open Survey	
Date to Close Survey	
Number of Reminders (Check one)	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3

Faculty/Staff Advisor Signature: _____

Date: _____