

*** THIS PRINTED VERSION OF THE FORM IS FOR INFORMATION PURPOSES ONLY. ***
*** YOU MUST COMPLETE AND SUBMIT THE FORM ONLINE AT ***
*** GO.NCSU.EDU/EXTERNAL.SURVEY.REQUEST ***

NC State External Survey Request Form

Introduction

In an effort to minimize survey fatigue among members of our campus community, NC State University has instituted a policy to evaluate all survey requests from those outside the university and to determine whether or not to grant access on a case-by-case basis. Any person not affiliated with NC State University wanting to administer a survey to NC State students, faculty, staff, and/or administrators is required to complete and submit this External Survey Request Form.

The information provided in this form will be used to evaluate your project and make our determination. Please allow up to 2 weeks for NC State to process your request. For more information about the survey request process contact Dr. Nancy Whelchel, Associate Director for Survey Research and Chair of the Survey Advisory Committee, at ncsusurveys@ncsu.edu or 919.515.4184.

Your contact information:

Name (Last, First)
Title
Institution/Organization
E-mail address

Please provide the name, title, and department of the person at NC State with whom you have been in contact about your project.

Which of the following best describes your primary status as it relates to your proposed survey project?

- Administrator
- Faculty member
- Staff member
- Doctoral Student
- Master's Student
- Undergraduate Student
- Other (please describe) _____

Please briefly describe your education and/or experience as it relates to developing and/or administering a survey.

Description of the Survey Project

Descriptive name of the survey (e.g., "Graduating Senior Survey," "Faculty Satisfaction Survey"): *(100 character limit)*

For which of the following reasons is the survey project being conducted? *(Mark all that apply)*

- Faculty research
- Doctoral dissertation
- Master's thesis
- Student course project
- Other (please describe) _____

Is this part of a funded research project?

- No
- Yes (Please specify funding source) _____

Please briefly describe the purpose of the proposed survey research project.

What general topics are included in the questionnaire?

Why Should NC State Participate?

Why is it important that NC State University students, faculty, and/or staff participate in your survey project? That is, how is this helpful to your project, and/or what are the implications if NC State does not participate?

How would NC State benefit from participating in your project?

NC State Key Personnel: Key personnel are members of the NC State campus community who are affiliated with and/or have formal responsibilities related to the target population and/or content area of the survey project. Project leaders are responsible for contacting the relevant key personnel at NC State to inform them about the proposed survey project.

Please indicate by name, title, and/or office any person(s) at NC State University who is affiliated with your project, or who might be supportive of you administering it here. If you don't know of a specific person, what office would you suggest we contact to ask seek out their input on your project? Typically this would be an office that has something to do with the content of your project, or that has some connection with or responsibility for the population you wish to include in your survey.

Human Subjects Review

Which of the following best describes the status of your project with respect to approval from an Institutional Review Board (IRB)? Please note that having IRB approval from your home institution does not guarantee that you will receive permission from NC State to administer it to our students, faculty, and/or staff.

- The project has been approved by my home institution's or another institution's Institutional Review Board
- My local IRB will approve my project to be administered at NC State after I provide documentation that I have permission from NC State to do so
- IRB determined that the project was "Exempt"
- My project is currently under review
- I have not yet submitted my project for IRB review
- I am unfamiliar with Institutional Review Board requirements
- Other (please describe) _____

Please provide a copy of the documentation you received from your local IRB indicating your project was approved, will be approved assuming you receive permission from NC State, or that it is Exempt. NOTE: Please attach just a letter or the relevant pages, NOT your entire IRB proposal.

Please briefly describe how you will protect the confidentiality of those participating in your survey project.

Survey Administration

How will the survey be administered? (Mark all that apply)

- Online
- Self-administered paper/pencil
- Telephone
- Other (Please describe) _____

On what date do you want the survey to 'go live,' and when would it close?

First day (MM/DD/YYYY)

Last day (MM/DD/YYYY)

How much time will be required for those participating in your survey project? I.e., How long does it take to complete the questionnaire?

- Less than 10 minutes
- 10 to 19 minutes
- 20 to 29 minutes
- 30 to 39 minutes
- 40 to 49 minutes
- 50 to 59 minutes
- 60 minutes or more

Survey Population

Which of the following groups of people at NC State do you want to include in the survey population?

Please check the box to indicate that the survey includes a given population, and then describe any specific criteria that would be used to select from among that group.

- Undergraduate students (Specify any specific criteria, e.g., student athletes; Hispanics; sophomores)

- Graduate students (Specify any specific criteria, e.g., College of Engineering; females; Master's students)

- Alumni (Specify any specific criteria, e.g., NC residents; May 2010 graduates)

- Faculty (Specify any specific criteria, e.g., non-tenure track; assistant professors)

- Staff (Specify any specific criteria, e.g., Human Resources employees; EPA professionals)

- Administrators (Specify any specific criteria, e.g., Vice Provosts; Directors)

- Other (Please describe)

Answer if "Undergraduate students" is selected

Do you want to administer the survey to a sample of undergraduate students meeting the criteria as described above, or to everyone meeting the criteria above?

- Everyone
- A sample

Please indicate the estimated number of undergraduate students meeting the criteria as described above that you want to be invited to participate in the survey. (Enter as a single number, e.g., '450' rather than 'about 450' or '400-500')

Answer if "Graduate students" is selected

Do you want to administer the survey to a sample of graduate students meeting the criteria as described above, or to everyone meeting the criteria above?

- Everyone
- A sample

Please indicate the estimated number of graduate students meeting the criteria as described above that you want to be invited to participate in the survey. (Enter as a single number, e.g., '450' rather than 'about 450' or '400-500')

Answer if "Alumni" is selected

Do you want to administer the survey to a sample of alumni meeting the criteria as described above, or to everyone meeting the criteria above?

- Everyone
- A sample

Please indicate the estimated number of alumni meeting the criteria as described above that you want to be invited to participate in the survey. (Enter as a single number, e.g., '450' rather than 'about 450' or '400-500')

Answer if "Faculty" is selected

Do you want to administer the survey to a sample of faculty members meeting the criteria as described above, or to everyone meeting the criteria above?

- Everyone
- A sample

Please indicate the estimated number of faculty meeting the criteria as described above that you want to be invited to participate in the survey. (Enter as a single number, e.g., '450' rather than 'about 450' or '400-500')

Answer if "Staff" is selected

Do you want to administer the survey to a sample of staff members meeting the criteria as described above, or to everyone meeting the criteria above?

- Everyone
- A sample

Please indicate the estimated number of staff members meeting the criteria as described above that you want to be invited to participate in the survey. (Enter as a single number, e.g., '450' rather than 'about 450' or '400-500')

Answer if "Administrators" is selected

Do you want to administer the survey to a sample of administrators meeting the criteria as described above, or to everyone meeting the criteria above?

- Everyone
- A sample
- I am open to suggestion

Please indicate the estimated number of administrators meeting the criteria as described above that you want to be invited to participate in the survey. (Enter as a single number, e.g., '450' rather than 'about 450' or '400-500')

Answer if "Other" is selected

Do you want to administer the survey to a sample of the other group(s) meeting the criteria as described above, or to everyone meeting the criteria above?

- Everyone
- A sample
- I am open to suggestion...

Please indicate the estimated number of the other group(s) meeting the criteria as described above that you want to be invited to participate in the survey. (Enter as a single number, e.g., '450' rather than 'about 450' or '400-500')

Assistance from NC State

What assistance will you need from NC State in administering your survey on our campus? *(Mark all that apply)*

- Providing written permission to your home institution allowing you to administer your survey at NC State
- Identifying eligible population members
- Selecting a sample
- Providing you with contact information for members of the population/sample
- Drafting tailored recruitment materials to send to members of the survey population/sample from NC State
- Sending email announcements to those in the survey population/sample
- Posting information about the survey to a listserv
- Identifying faculty to make announcements about the survey in their classes
- Having faculty make announcements about the survey in their classes
- Other (please specify) _____

Please use the space below to provide any additional information you wish to share about this survey project that you think would be important for us to know in determining whether or not to grant you permission to administer your survey on our campus.

Thank you for completing the Survey Request Form. You can select "Previous" if you wish to review/edit your answers. When you click on "Submit" your form will be submitted. You will then see another page, then taken to a page with a pdf file of the information you have provided that you can save for your records. Please allow up to 2 weeks for NC State to process your request.