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

NC State Survey Registration Form

Introduction
Any person planning on administering a survey to NC State students, alumni, faculty, staff, and/or administrators is asked to complete the Survey Registration Form.

Those not affiliated with NC State must first complete the External Request Form to get permission to administer a survey to NC State students, alumni, faculty, staff, and/or administrators. After approval is granted, the external requestor must complete the Survey Registration Form.

Limited information provided on the Survey Registration Form (i.e., the name of the survey, the survey population, and field dates) will be posted directly to a University-wide accessible Google Survey Activities Calendar, and a complete copy of the Form will be accessible via a link on the Calendar. The Form provides an option to request that the project information be exempt from posting to the Calendar.

All those planning on administering a survey are encouraged to consult the Survey Activities Calendar prior to confirming field dates in order to limit the number of competing surveys in the field at the same time. See
http://upa.ncsu.edu/srvy/nc-state-survey-activities-calendars
(Note: NCSU login credentials [i.e., a Unity ID] are required to access the Calendar.)

For more information about the survey registration 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.

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Which of the following best describes the survey project?
- o 'Local' survey (e.g., A survey developed and/or administered by someone at NC State to NC State students, alumni, faculty and/or staff for their own purposes, including program assessment, research, etc.)
- o 'National' survey or other large-scale survey with multiple institutions participating (e.g., A large-scale survey, developed and administered by someone from outside NC State, in which a person or unit at NC State wants our students, alumni, faculty, and/or staff to participate, such as the National Survey of Student Engagement, National College Health Assessment, etc.)
- o 'External' survey (e.g., Someone from outside NC State wants our students, alumni, faculty and/or staff to participate in their survey project)

[If 'National' or 'External']
Who is the Principal Investigator or project leader of the 'external' or 'national' Survey? (i.e., The institution and/or non-NC State affiliated person who wants to ask our students, alumni, faculty and/or staff to participate in their survey.)

        Name (Last, First) _____

        Institution/Organization _____

[If 'Local']

Please provide the requested information about the NC State project leader for the survey.

NC State Project Leader
      First Name _____
      Last Name _____
      Unit/Department or Campus Organization _____
      Phone Number _____
      Email Address _____

Project leader's primary status at NC State
- o   Administrator
- o   Faculty
- o   Staff
- o   Doctoral Student
- o   Master's Student
- o   Undergraduate Student
- o   Other (please describe) _____

Description of the Survey Project

Descriptive name of the survey (e.g., "Graduating Senior Survey," "Faculty Satisfaction Survey")
(This information will appear directly on the NC State Campus-Wide Survey Activities calendar; 100 character limit)

Summary of the topics included on the survey.

Primary reason(s) for the survey (Mark all that apply)
- o   Program evaluation
- o   Needs assessment
- o   Satisfaction survey
- o   Learning or development outcomes
- o   Faculty research
- o   Doctoral dissertation
- o   Master's thesis
- o   Student course project
- o   Other (please describe) _____

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 informing the relevant key personnel about their survey project. In addition, supervisors should be aware of surveys being administered by their employees, and instructors and/or advisors should be aware of survey projects being conducted by their students.

Please indicate by name, title, and/or office the NC State administrator(s)/instructor(s)/advisor(s) who is aware of and has approved and/or is supportive of this survey activity.

Human Subjects Review

Which of the following best describes the status of your project with respect to approval from NC State's Institutional Review Board (IRB)?
- o The project has been approved by NC State's IRB
- o NC State's IRB determined that the project was "Exempt"
- o The project is currently under review by NC State's IRB
- o I have not yet submitted my project for IRB review, but plan to do so
- o The project does not fall under the purview of IRB
- o I am unfamiliar with IRB requirements
- o Other (please describe) _____

If "approved" or "exempt"
Please provide a copy of the documentation you received from NC State's IRB indicating your project was approved or exempt. Note: Just attach just a copy of the letter/email you received from IRB, NOT your entire IRB proposal. *[field to browse for and upload document]*

If "not under purview"
You indicated that your project does not fall under the purview of IRB. Please briefly explain.

If "unfamiliar with IRB"
You indicated that you are unfamiliar with Institutional Review Board (IRB) requirements. The IRB is responsible for ensuring the protection of human subjects in research. It is very possible that prior to administering your survey you are required by NC State policy and federal guidelines to have your project reviewed by IRB. Please familiarize yourself with the expectations for IRB review. Information is available online at http://research.ncsu.edu/sparcs/compliance/irb/ .

Survey Administration

How will the survey be administered? *(Mark all that apply)*
- o   Online
- o   Self-administered paper/pencil
- o   Telephone
- o   Other (Please describe) _____

On what date do you anticipate the survey 'going live,' and when will it close?
(This information will be included on the NC State Campus-Wide Survey Activities Calendar.)
       First day (MM/DD/YYYY) _____
       Last day (MM/DD/YYYY) _____

Survey Population

Which of the following groups of people at NC State are included in the survey population?   Please check the box to indicate that the survey includes a given population, and then describe any specific criteria that will be used to select from among that group.
(This information will appear on the NC State Campus-Wide Survey Activities calendar.)

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

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

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

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

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

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

- o   Other *(Please describe)*

If "undergraduate students"

Will the survey be administered to a sample of undergraduate students meeting the criteria as described above, or will everyone meeting the criteria be invited to participate?
- o   All will be invited to participate
- o   A sample will be invited to participate

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

If "graduate students"

Will the survey be administered to a sample of graduate students meeting the criteria as described above, or will everyone meeting the criteria be invited to participate?
- o   All will be invited to participate
- o   A sample will be invited to participate

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

If "alumni"

Will the survey be administered to a sample of alumni meeting the criteria as described above, or will everyone meeting the criteria be invited to participate?
- o   All will be invited to participate
- o   A sample will be invited to participate

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

If "faculty"

Will the survey be administered to a sample of faculty members meeting the criteria as described above, or will everyone meeting the criteria be invited to participate?
- o   All will be invited to participate
- o   A sample will be invited to participate

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

If "staff members"

Will the survey be administered to a sample of staff members meeting the criteria as described above, or will everyone meeting the criteria be invited to participate?
- o   All will be invited to participate
- o   A sample will be invited to participate

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

Will the survey be administered to a sample of administrators meeting the criteria as described above, or will everyone meeting the criteria be invited to participate?
- o   All will be invited to participate
- o   A sample will be invited to participate

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

Will the survey be administered to a sample of the other group(s) meeting the criteria as described above, or will everyone meeting the criteria be invited to participate?
- o   All will be invited to participate
- o   A sample will be invited to participate

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

Additional Information

Please use the space below to provide any additional information you wish to share about this survey project.

All information provided in this Survey Registration Form will either be posted directly to the NC State Survey Activities Calendar, or will be accessible via a link on the Calendar. Only those with NC State login credentials (i.e., a Unity ID) will be able to access the Calendar and the information about survey projects posted to it. Please indicate if you would like to request that your survey project be EXCLUDED from the calendar. If you make such a request, you will be given the opportunity to provide your reason for doing so below.
- o   I would like to request that my survey project be EXCLUDED from the Survey Activities Calendar
- o   I understand that the information provided in this form will be posted to the Survey Activities Calendar

Please use the space below to explain why information about this survey project should NOT be posted to the Survey Activities Calendar. Your request will be reviewed, and you will be informed of the decision within one week of submitted this form.

Thank you for completing the Survey Registration 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.