**NC State University**
**External Survey Request Form**
*(updated summer 2022)*

**\* 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](http://GO.NCSU.EDU/EXTERNAL.SURVEY.REQUEST) \***

**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 determine whether or not to grant access on a case-by-case basis.**

**As per university Regulation 01.25.17, any person not affiliated with NC State wanting to administer a survey to NC State students, alumni, faculty, staff, or administrators is required to complete the External Survey Request Form (ESR). The information provided in this form will be used to evaluate your project and make our determination. While you must complete the SRF online here, it might be helpful to first review a PDF of itso you are aware of all the information you will be asked to provide.**

**Please allow up to two weeks for NC State to process your request. For more information about the survey registration process contact Institutional Strategy and Analysis at ncsusurveys@ncsu.edu.**

**Please provide the following information about yourself.**

○ **Your name (last, first)** _____

○ **Title** _____

○ **Your institution/organization** _____

○ **Your unit/department or campus organization** _____

○ **Your email** _____

**Your primary status at your institution**

○ **Administrator**

○ **Faculty**

○ **Staff**

○ **Post doc**

○ **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 surveys.**

_____

**What, if any, connection do you personally have with NC State? (e.g., alumna/alumnus, former employee, none)**

_____

**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)**

_____

**Please briefly describe the purpose or goals of the proposed survey research project.**

_____

**What general topics are included in the questionnaire?**

_____

**Primary reason(s) for the survey (Mark all that apply)**

☐ **Faculty research**

☐ **Doctoral dissertation**

☐ **Master's thesis**

☐ **Capstone or honors project**

☐ **Student class project**

☐ **Other (please describe)** _____

**Is this part of a funded research project?**

&#9711; **No**

&#9711; **Yes (Please specify funding source)**

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

_____

**How would NC State benefit from participating in your project?**

_____

**Please describe any reports on results that you would be able to share with NC State.**

_____

**Have you been in contact with anyone at NC State about your project?**

&#9711; **Yes**

&#9711; **No**

*Display This Question:*
*If Have you been in contact with anyone at NC State about your project? = Yes*

**With whom at NC State have you been in contact about your project. (E.g., Name, title, office, email)**

_____

*Display This Question:*
*If Have you been in contact with anyone at NC State about your project? = Yes*

**Please provide a brief summary of your discussion with this person about your project.**

_____

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

○ **The project has been approved by my home institution's or another institution's IRB**

○ **My local IRB will approve my project to be administered at NC State after I provide documentation from NC State that I have permission to do so**

○ **IRB determined that the project was "Exempt"**

○ **The project is currently under review by IRB**

○ **I have not yet submitted my project for IRB review, but plan to do so**

○ **The project does not fall under the purview of IRB**

○ **I do not know the IRB status of the project or am unfamiliar with IRB requirements**

○ **Other**

*Display This Question:*

*If Which of the following best describes the status of your project with respect to approval from an... = The project has been approved by my home institution's or another institution's IRB*

*Or Which of the following best describes the status of your project with respect to approval from an... = IRB determined that the project was "Exempt"*

**Please provide a copy of the documentation you received from IRB indicating the project was approved or exempt. Note: Just attach just a copy of the letter/email you received from IRB, NOT the entire IRB proposal.**

**[UPLOAD DOCUMENT]**

**Please provide the contact information to whom confirmation that your project has been approved to be administered at NC State. Should your project be approve, ISA will submit the required documentation to this person/office.**

○ **Name** _____

○ **Title** _____

○ **Office/department** _____

○ **Email** _____

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

_____

**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 federal guidelines to have your project reviewed by IRB. Please familiarize yourself with the expectations for IRB review. Information is available about NC State's IRB policies and processing online at http://research.ncsu.edu/sparcs/compliance/irb/ .**

**Please explain how you will protect the confidentiality of those participating in your survey project.**

_____

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

☐ **Online**

☐ **Self-administered paper/pencil**

☐ **Telephone**

☐ **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)** _____

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

○ **Less than 5 minutes**

○ **5 to 9 minutes**

○ **10 to 19 minutes**

○ **20 to 29 minutes**

○ **30 to 44 minutes**

○ **45 to 59 minutes**

○ **60 minutes or more**

**Which of the following groups of people at NC State are included in the survey population?**

☐ **Undergraduate students**

☐ **Graduate students**

☐ **Alumni**

☐ **Faculty**

☐ **Staff**

☐ **Administrators**

☐ **Other (Please describe)** _____

**Please read carefully!**
**It is exceedingly rare that any survey will be administered to literally everyone in the larger survey population (e.g., all undergraduates, all faculty). Rather, most surveys are targetted to a certain subset of the population, or are administered to a random sample of the larger population. This is particularly true for those outside of NC State wanting to include members of our campus community in their survey. ISA can help you clarify your survey population, and work with you to select a random sample.**

**In the information you provide below, please clarify who you will be specifically targetting for inclusion in your survey. Please be aware that as per FERPA and other privacy protections, NC State will not be able identify members of our campus community and provide you with contact information based on any protected statuses (e.g., by race/ethnicity, gender, citizenship status, age). If your target population is based on such protected statuses, it is possible, but by no means guaranteed, that we can work with you to distribute your survey.**

**Please specify which undergraduates will actually be invited to participate in your survey.**

◯ **All undergraduates will be invited to participate**

◯ **A random sample pulled from all undergraduates will be invited to participate (ISA can help select a random sample for you)**

◯ **All undergraduates meeting the survey eligibility requirements will be invited to participate (e.g., only undergraduates in the College of Engineering; only Sophomores; only those enrolled in a certain course)**

◯ **A random sample of those meeting the eligibility requirements will be invited (ISA can help select a random sample for you)**

*Display This Question:*

*If Please specify which undergraduates will actually be invited to participate in your survey. = All undergraduates meeting the survey eligibility requirements will be invited to participate (e.g., only undergraduates in the College of Engineering; only Sophomores; only those enrolled in a certain course)*

*Or Please specify which undergraduates will actually be invited to participate in your survey. = A random sample of those meeting the eligibility requirements will be invited <em>(ISA can help select a random sample for you)</em>*

**What are the eligibility requirements for an undergraduate to be included in your survey population and asked to participate? Please be as detailed as possible.**

_____

**Please indicate the estimated number of undergraduate students that will be invited to participate in the survey. NOTE: This does not mean the number you think will ultimately participate in the survey, but how many you are want to tell about the survey and ask to participate in it.**

○ **Less than 50**

○ **50-99**

○ **100-249**

○ **250-499**

○ **500-999**

○ **1,000-1,999**

○ **2,000-4,999**

○ **5,000-9,999**

○ **10,000 or more**

**Please specify which graduate students will actually be invited to participate in your survey.**

○ **All graduate students will be invited to participate**

○ **A random sample pulled from all graduate students will be invited to participate (ISA can help select a random sample for you)**

○ **All graduate students meeting the survey eligibility requirements will be invited to participate (e.g., only graduate students in the College of Engineering; only Master's students; only those enrolled in a certain course)**

○ **A random sample of those meeting the eligibility requirements will be invited (ISA can help select a random sample for you)**

*Display This Question:*

*If Please specify which graduate students will actually be invited to participate in your survey. = All graduate students meeting the survey eligibility requirements will be invited to participate (e.g., only graduate students in the College of Engineering; only Master's students; only those enrolled in a certain course)*

*Or Please specify which graduate students will actually be invited to participate in your survey. = A random sample of those meeting the eligibility requirements will be invited <em>(ISA can help select a random sample for you)</em>*

**What are the eligibility requirements for a graduate students to be included in your survey population and asked to participate? Please be as detailed as possible.**

_____

**Please indicate the estimated number of graduate students that will be invited to participate in the survey. NOTE: This does not mean the number you think will ultimately participate in the survey, but how many you are going to tell about the survey and ask to participate in it.**

○ **Less than 50**

○ **50-99**

○ **100-249**

○ **250-499**

○ **500-999**

○ **1,000-1,999**

○ **2,000-4,999**

○ **5,000-9,999**

○ **10,000 or more**

**IF SELECT 'ALUMNI'**

**Please specify which alumni will actually be invited to participate in your survey.**

○ **All alumni will be invited to participate**

○ **A random sample pulled from all alumni will be invited to participate**

○ **All alumni meeting the survey eligibility requirements will be invited to participate (e.g., only alumni from the College of Engineering; only Master's degree recipients; only those participated in varsity sports)**

○ **A random sample of those meeting the eligibility requirements will be invited (ISA can help select a random sample for you)**

*Display This Question:*

*If Please specify which alumni will actually be invited to participate in your survey. = All alumni meeting the survey eligibility requirements will be invited to participate (e.g., only alumni from the College of Engineering; only Master's degree recipients; only those participated in varsity sports)*

*Or Please specify which alumni will actually be invited to participate in your survey. = A random sample of those meeting the eligibility requirements will be invited <em>(ISA can help select a random sample for you)</em>*

**What are the eligibility requirements for an alumna/alumnus to be included in your survey population and asked to participate? Please be as detailed as possible.**

_____

**Please indicate the estimated number of alumni that will be invited to participate in the survey. NOTE: This does not mean the number you think will ultimately participate in the survey, but how many you are going to tell about the survey and ask to participate in it.**

○ **Less than 50**

○ **50-99**

○ **100-249**

○ **250-499**

○ **500-999**

○ **1,000-1,999**

○ **2,000-4,999**

○ **5,000-9,999**

○ **10,000 or more**

**Please specify which faculty will actually be invited to participate in your survey.**

○ **All faculty will be invited to participate**

○ **A random sample pulled from all faculty will be invited to participate**

○ **All faculty meeting the survey eligibility requirements will be invited to participate (e.g., only faculty in the College of Engineering; only professional track faculty; only those teaching a distance education course)**

○ **A random sample of those meeting the eligibility requirements will be invited (ISA can help select a random sample for you)**

*Display This Question:*

*If Please specify which faculty will actually be invited to participate in your survey. = All faculty meeting the survey eligibility requirements will be invited to participate (e.g., only faculty in the College of Engineering; only professional track faculty; only those teaching a distance education course)*

*Or Please specify which faculty will actually be invited to participate in your survey. = A random sample of those meeting the eligibility requirements will be invited <em>(ISA can help select a random sample for you)</em>*

**What are the eligibility requirements for a faculty member to be included in your survey population and asked to participate? Please be as detailed as possible.**

_____

**Please indicate the estimated number of faculty that will be invited to participate in the survey. NOTE: This does not mean the number you think will ultimately participate in the survey, but how many you are going to tell about the survey and ask to participate in it.**

○ **Less than 50**

○ **50-99**

○ **100-249**

○ **250-499**

○ **500-999**

○ **1,000-1,999**

○ **2,000 or more**

**IF SELECT 'STAFF'**

**Please specify which staff will actually be invited to participate in your survey.**

○ **All staff will be invited to participate**

○ **A random sample pulled from all staff will be invited to participate**

○ **All staff meeting the survey eligibility requirements will be invited to participate (e.g., only staff in the College of Engineering; only SHRA staff; only those working in temporary positions)**

○ **A random sample of those meeting the eligibility requirements will be invited (ISA can help select a random sample for you)**

*Display This Question:*

*If Please specify which staff will actually be invited to participate in your survey. = All staff meeting the survey eligibility requirements will be invited to participate (e.g., only staff in the College of Engineering; only SHRA staff; only those working in temporary positions)*

*Or Please specify which staff will actually be invited to participate in your survey. = A random sample of those meeting the eligibility requirements will be invited <em>(ISA can help select a random sample for you)</em>*

**What are the eligibility requirements for a staff member to be included in your survey population and asked to participate? Please be as detailed as possible.**

_____

**Please indicate the estimated number of staff that will be invited to participate in the survey.**
**NOTE: This does not mean the number you think will ultimately participate in the survey, but how many you are going to tell about the survey and ask to participate in it.**

○ **Less than 50**

○ **50-99**

○ **100-249**

○ **250-499**

○ **500-999**

○ **1,000-1,999**

○ **2,000-4,999**

○ **5,000 or more**

**IF SELECT 'ADMINISTRATORS'**

**Please specify which administrators will actually be invited to participate in your survey.**

○ **All administrators will be invited to participate**

○ **A random sample pulled from all administrators will be invited to participate**

○ **All administrators meeting the survey eligibility requirements will be invited to participate (e.g., only deans, only those who have been at NC State less than five years)**

○ **A random sample of those meeting the eligibility requirements will be invited (ISA can help select a random sample for you)**

*Display This Question:*

*If Please specify which administrators will actually be invited to participate in your survey. = All administrators meeting the survey eligibility requirements will be invited to participate (e.g., only deans, only those who have been at NC State less than five years)*

*Or Please specify which administrators will actually be invited to participate in your survey. = A random sample of those meeting the eligibility requirements will be invited <em>(ISA can help select a random sample for you)</em>*

**What are the eligibility requirements for an administrator to be included in your survey population and asked to participate? Please be as detailed as possible.**

_____

**Please indicate the estimated number of administrators that will be invited to participate in the survey. NOTE: This does not mean the number you think will ultimately participate in the survey, but how many you are going to tell about the survey and ask to participate in it.**

○ **Less than 25**

○ **25-49**

○ **50-99**

○ **100-199**

○ **200 or more**

**Please specify which other members of the NC State campus community will actually be invited to participate in your survey.**

○ **All others as described above will be invited to participate**

○ **A random sample pulled from all those others as described above will be invited to participate**

**Please indicate the estimated number of other members of the campus community that will be invited to participate in the survey. NOTE: This does not mean the number you think will ultimately participate in the survey, but how many you are going to tell about the survey and ask to participate in it.**

○ **Less than 50**

○ **50-99**

○ **100-249**

○ **250-499**

○ **500-999**

○ **1,000-1,999**

○ **2,000 or more**

**ALL ANSWER**

As a rule, those not affiliated with NC State who are granted permission to include our students, faculty, staff or administrators in the population for their survey are expected to directly contact those individuals to invite them to participate. ISA will work with you to identify the appropriate sample members, and provide you with their email addresses. Only under rare circumstances will anyone from NC State contact survey population members on your behalf to inform them about your survey.

Would you like to request additional assistance -- other than being sent a file with email addresses for the selected survey population members -- for your project?

○ **Yes**

○ **No**

*Display This Question:*
   *If As a rule, those not affiliated with NC State who are granted permission to include our students,... = Yes*

**Please briefly describe why you need additional assistance from NC State.**

_____

*Display This Question:*
   *If As a rule, those not affiliated with NC State who are granted permission to include our students,... = Yes*

**Which of the following types of assistance are you likely to be asking for?**

☐ **Sending email announcements to those in the survey population on your behalf**

☐ **Posting information about the survey to a listserv or in newsletters**

☐ **Allowing faculty to make announcements about the survey in their class**

☐ **Other (Please specify)** _____

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.

TO CLARIFY: Posting information about your project to the Survey Activities Calendar does NOT give anyone access to your survey; no one will be able to get to or take your survey using any information posted to the calendar. The purpose of the calendar is simply to share (with the NC State community) what surveys are scheduled for what time period in order to help coordinate the timing of the surveys.

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.

○ **I would like to request that my survey project be EXCLUDED from the Survey Activities Calendar**

○ **I understand that the information provided in this form will be posted to the Survey Activities Calendar**

*Display This Question:*

*If All information provided in this Survey Registration Form will either be posted directly to the N... = I would like to request that my survey project be EXCLUDED from 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.

_____

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

_____

Thank you for completing the External 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.