

*** 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 ***

As per university Regulation 01.25.17, any person affiliated with NC State who is planning on administering a survey to NC State students, alumni, faculty, staff, or administrators is required to complete the Survey Registration Form (SRF). While you must complete the SRF online here, it might be helpful to first review a PDF of it so you are aware of all the information you will be asked to provide.

Those not affiliated with NC State must complete the External Request Form to get permission to administer a survey to NC State students, alumni, faculty, staff, or administrators. If you are not affiliated with NC State do not submit the SRF.

As a rule, limited information provided on the SRF will be posted to a university-wide accessible Google Survey Activities Calendar (i.e., name of survey, administration dates, PI name/department, summary of survey population), and a complete copy of the SRF will be accessible via a link on the Calendar. The SRF 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: NC State login credentials [i.e., a Unity ID] are required to access the Calendar.)

For more information about the survey registration process contact Institutional Strategy and Analysis at ncsusurveys@ncsu.edu.

Which of the following best describes the survey project?

- '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, class project, etc.)
- '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.) NOTE: As a rule, a survey being administered by an individual to people at various institutions for their research project does not constitute a "national survey." A "national survey" is an established project in which institutions can opt to participate, generally for a fee, and for which they get reports on results for their institution. If someone not affiliated with NC State simply wants to invite people from NC State to participate in their survey, that is considered an "External Survey."
- 'External' survey (e.g., Someone from outside NC State wants our students, alumni, faculty and/or staff to participate in their survey project)

IF SELECT 'EXTERNAL SURVEY'

As per NC State Regulation 01.25.17, there is a separate process for those outside of NC State wanting to survey our students, alumni, faculty, or staff. If anyone at NC State who is asked to provide assistance for administering such a survey wants the survey to be administered, they must forward any/all information about their request to provide assistance to Institutional Strategy and Analysis (ISA) at ncsusurveys@ncsu.edu.

ISA will reach out directly to the survey PI and ask them to complete the External Survey Request Form. ISA will review the request, and make a determination as to whether access will be granted. You are not permitted to provide assistance with the project (e.g., ask students in your class to participate, post information about it to a listserv) unless it has been reviewed and approved by ISA.

Note: If you are not interested in having this survey administered, you are under no obligation to respond to the person making the request, nor for passing along information about the survey to ISA.

Please provide the following information about the request for someone not affiliated with NC State to administer their survey to NC State faculty, staff, or students.

- Your name (last, first) _____
- Your email address _____
- Name of person wanting to administer their survey to NC State faculty, staff or students (last, first) _____
- Their institution/organization _____
- Their email address _____

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.

ALL THOSE SELECTING 'EXTERNAL SURVEY' EXIT THE FORM.

IF SELECT 'NATIONAL SURVEY'

Please provide the following information about the national survey in which you would like NC State faculty, staff, students, or alumni to participate.

- Name of the Principal Investigator or project leader for the survey (last, first) _____
- Their institution/organization _____
- Their contact information (email or phone) _____
- Project website (if available) _____
- Your name (last, first) _____
- Your title _____
- Your department/office _____
- Your email _____

SAMPLE

IF SELECT 'LOCAL SURVEY'

Please provide the requested information for the locally developed survey in which you would like NC State faculty, staff, students, or alumni to participate.

Contact information for the NC State project leader
(This is the person that would be considered the PI, or the one is primarily responsible for the overall project. It could be you, or it could be someone else.)

- Name (last, first) _____
- Unit/Department or Campus Organization _____
- Email Address _____

Project leader's primary status at NC State

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

Are you the project leader for the survey, or do you have some other role?

- Yes - I am the project leader
- No - I have some other role on the project

Display This Question:

If Are you the project leader for the survey, or do you have some other role? = No - I have some other role on the project

Please provide the following information about yourself.

- Your name (last, first)** _____
- Your unit/department or campus organization** _____
- Your email** _____

Display This Question:

If Are you the project leader for the survey, or do you have some other role? = No - I have some other role on the project

Your primary status at NC State

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

Display This Question:

If Are you the project leader for the survey, or do you have some other role? = No - I have some other role on the project

Please briefly describe your role on the project.

ALL ANSWER

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.

Descriptive name of the survey (e.g., "Graduating Senior Survey," "Faculty Satisfaction Survey")
(The survey name will appear on the NC State Survey Activities Calendar; 100 character limit)

Please briefly describe the purpose or goals of your project.

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

Program evaluation

Needs assessment

Satisfaction survey

Learning or development outcomes

Faculty research

Doctoral dissertation

Master's thesis

Capstone or honors project

Student class project

Other (please describe) _____

Summary of the topics included on the survey.

Which of the following best describes the status of your project with respect to approval from NC State's Institutional Review Board (IRB)?

- The project has been approved by NC State's IRB
- The project has been approved by the IRB at another institution
- NC State's IRB determined that the project was "Exempt"
- The IRB at another institution 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 (Please explain) _____

Display This Question:

If Which of the following best describes the status of your project with respect to approval from NC... = The project has been approved by NC State's IRB

Or Which of the following best describes the status of your project with respect to approval from NC... = NC State's IRB determined that the project was "Exempt"

Or Which of the following best describes the status of your project with respect to approval from NC... = The project has been approved by the IRB at another institution

Or Which of the following best describes the status of your project with respect to approval from NC... = The IRB at another institution determined that the project was "Exempt"

Please provide a copy of the documentation you received from NC State's or another institution's 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]

Display This Question:

If Which of the following best describes the status of your project with respect to approval from NC... = The project does not fall under the purview of IRB

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

Display This Question:

If Which of the following best describes the status of your project with respect to approval from NC... = I do not know the IRB status of the project or am unfamiliar with IRB requirements

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/> .

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) _____

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.

In addition, as per the Regulation 01.25.17 on survey activities, to minimize the extent to which individuals are asked to participate in multiple surveys, or asked multiple times from different sources about the same survey, PIs are encouraged to work with ISA to identify survey population/sample members and get contact information so the PI can reach out to the population members directly through email.

In the information you provide below, please clarify who you will be specifically targeting for inclusion in your survey, and how you intend to contact them about the survey.

IF SELECT 'UNDERGRADUATE STUDENTS'

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 African American undergraduates; 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 African American undergraduates; 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 (ISA can help select a random sample for you)

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 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

Through which of the following methods will be you reaching out to undergraduates to inform them about your survey and ask them to participate? (Mark all that apply)

NOTE: Unless you have permission to do so, as per the university regulation, the use of listservs and announcements in class are discouraged.

- Emails sent directly to individual survey population members
- Listserv(s) (Please specify which ones) _____
- Announcements in class or during meetings
- E-boards on campus
- Fliers
- Social media (Please specify) _____
- Campus newsletters (Please specify) _____
- Other (Please specify) _____

IF SELECT 'GRADUATE STUDENTS'

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 African American graduate 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 African American graduate 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 (ISA can help select a random sample for you)

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

Through which of the following methods will be you reaching out to graduate students to inform them about your survey and ask them to participate? (Mark all that apply)

NOTE: Unless you have permission to do so, as per the university regulation, the use of listservs and announcements in class are discouraged.

- Emails sent directly to individual survey population members
- Listserv(s) (Please specify which ones) _____
- Announcements in class or during meetings
- E-boards on campus
- Fliers
- Social media (Please specify) _____
- Campus newsletters (Please specify) _____
- Other (Please specify) _____

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 African American graduate alumni; 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 African American graduate alumni; 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 (ISA can help select a random sample for you)

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

Through which of the following methods will be you reaching out to alumni to inform them about your survey and ask them to participate? (Mark all that apply)

NOTE: Unless you have permission to do so, as per the university regulation, the use of listservs and announcements in class are discouraged.

- Emails sent directly to individual survey population members
- Listserv(s) (Please specify which ones) _____
- Announcements during meetings
- E-boards on campus
- Fliers
- Social media (Please specify) _____
- Campus newsletters (Please specify) _____
- Other (Please specify) _____

IF SELECT 'FACULTY'

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 African American 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 African American 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 (ISA can help select a random sample for you)

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

Through which of the following methods will be you reaching out to faculty to inform them about your survey and ask them to participate? (Mark all that apply)

NOTE: Unless you have permission to do so, as per the university regulation, the use of listservs and announcements in class are discouraged.

- Emails sent directly to individual survey population members
- Listserv(s) (Please specify which ones) _____
- Announcements during meetings
- E-boards on campus
- Fliers
- Social media (Please specify) _____
- Campus newsletters (Please specify) _____
- Other (Please specify) _____

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 African American 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 African American 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 (ISA can help select a random sample for you)

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

Through which of the following methods will be you reaching out to staff to inform them about your survey and ask them to participate? (Mark all that apply)

NOTE: Unless you have permission to do so, as per the university regulation, the use of listservs and announcements in class are discouraged.

- Emails sent directly to individual survey population members
- Listserv(s) (Please specify which ones) _____
- Announcements during meetings
- E-boards on campus
- Fliers
- Social media (Please specify) _____
- Campus newsletters (Please specify) _____
- Other (Please specify) _____

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 (ISA can help select a random sample for you)

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

Through which of the following methods will be you reaching out to administrators to inform them about your survey and ask them to participate? (Mark all that apply)

NOTE: Unless you have permission to do so, as per the university regulation, the use of listservs and announcements in class are discouraged.

- Emails sent directly to individual survey population members
- Listserv(s) (Please specify which ones) _____
- Announcements during meetings
- E-boards on campus
- Fliers
- Social media (Please specify) _____
- Campus newsletters (Please specify) _____
- Other (Please specify) _____

IF SELECT 'OTHER'

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

Through which of the following methods will be you reaching out to other members of the campus community to inform them about your survey and ask them to participate? (Mark all that apply)

NOTE: Unless you have permission to do so, as per the university regulation, the use of listservs and announcements in class are discouraged.

Emails sent directly to individual survey population members

Listserv(s) (Please specify which ones)

Announcements in class or during meetings

E-boards on campus

Fliers

Social media (Please specify) _____

Campus newsletters (Please specify)

Other (Please specify) _____

ALL ANSWER

All information provided in this Survey Registration Form will either be posted directly to the NC State Survey Activities Calendar (e.g., name of survey, PI name/department, administration dates, summary of population), 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.

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 submitting 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 Survey Registration Form. You can select "Previous" if you wish to review/edit your answers. When you click on "Next" 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.

ALL EXIT THE FORM.