The Office of Institutional Research, Planning, and Assessment
Survey Request Form

Request Submitted: ____________________
Name of Person Making Request: ____________________ Department: ____________________
Date Submitted: ______________________________________________________________________________
Email: ______________________________ Phone: _______________________ Fax: _______________________

Survey Services Requested (check all that apply):

☐ Design and administer a new survey
☐ Administer a survey that is already in existence
   ☐ no revisions are needed ☐ revisions are needed
☐ Other: _______________________________________________

Survey Title: ______________________________________________________________________________
Purpose of Survey: Include a detailed description of the survey including the intended use of the information:
_____________________________________________________________________________________

Target Population: Please be specific (e.g., all levels of students, undergraduates only, faculty, staff, etc.):
_____________________________________________________________________________________

Have we administered this survey for you in the past? ☐ Yes ☐ No
If so, when was the last time? ____________________
Is this survey for academic research and/or requires IRB approval? ☐ Yes ☐ No

Survey Questions: Please submit a list of questions you want included on your survey, please send the
questions to us in electronic format (e.g. Word document) along with this request form. Once received, the
Survey Coordinator will contact you directly to discuss the request, review submitted questions and offer any
edits and/or suggestions as to make the survey most effective and unbiased.

Please select survey delivery method(s): ☐ online (hyperlink) ☐ paper ☐ both: _______________
Do you plan to offer some type of incentives? (e.g., cash prize, give-aways, etc.) ☐ Yes ☐ No
Would you like a survey report compiled and submitted to you at the close of survey? ☐ Yes ☐ No
☐ OIPRA will analyze data and produce report with graphs and charts in PDF format
☐ OIPRA will analyze data and produce raw data in excel document.

When should the survey be opened? ______________ When should the survey be closed? ______________
The OIPRA office requires a minimum of 5 business days for completion of survey creation. Analysis of the data provided by OIPRA will be distributed to you for review and approval. Once the final draft has been completed the survey will be returned to you in your requested format. If you wish for the results to be distributed to anyone besides yourself, please indicate their name, department and email below.

You will be contacted by a member of the OIPRA staff in the next few days to further discuss your survey request.