



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.

**900 Chicon Ave, AV Alumni Hall, Room 310 Austin, TX 78702  
Or Email [ttjackson@htu.edu](mailto:ttjackson@htu.edu) Phone: 512-505-3020**

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