

Survey Request Form

Please fill out the following and e-mail to survey@wiu.edu along with your survey (Word document) and any additional files (see below). *Complete this form outside your browser to ensure the data is saved (e.g. use Adobe Reader).*

Survey name: _____

Request date: _____

Contact Information

First name: _____ Last name: _____

Phone: _____ E-mail: _____

Department: _____

Student project (includes thesis). Survey requests must be submitted by the student's faculty advisor. You can enter student contact information in the "Additional Notes" section. Enter the advisor contact information here.

IRB Status

IRB review not required Pending Approved: approval number _____

If IRB review is required you will need to send documentation of approval before the survey can be distributed.

Copyright / Intellectual Property Status

Not applicable Exempt / Public domain Approved

You will need to send documentation of approval before the survey is deployed. Consult with survey staff at CITR if you are unsure whether you need approval.

Survey Distribution

Activation date: _____ Closing date: _____

Remove identifying information during data collection

Anonymous → Survey link only Tele-STARS distribution (see form instructions)

Invited (Qualtrics e-mailer). Fill out all information in the box below.



Describe the group that will participate in the survey (e.g. "WIU undergraduate students"):

E-mail list available (You will need to provide the e-mail list before the survey is deployed. If you have the list, please submit along with this request).

Invitation e-mail fields (these will appear in any invitation, reminder and thank-you e-mails sent by the survey software):

From (name): _____

Reply-to (e-mail address): _____

Subject: _____

E-mail dates:

Invitation e-mail: Date _____ Time: _____

Reminders (optional, fill out the date and time for each reminder):

Date _____ Time: _____

Date _____ Time: _____

Date _____ Time: _____

Date _____ Time: _____

You will need to provide a separate file containing what you would like in the body of the e-mails (see file list below). The survey software will provide the actual link to the survey.

Additional notes / Instructions (if there is not enough space available include as a separate document)

Files included with request

Please provide the *file name* submitted with the request.

<u>Type</u>	<u>File name</u>
Survey (Word document)	_____
Additional instructions	_____
IRB approval documentation*	_____
Copyright approval documentation*	_____
E-mail list (Excel, CSV, or text)	_____
Invitation / Reminder / Thank you e-mail body text	_____
Additional file list. Please use this to document any graphics files or drill-down data files sent with the request**	_____

* These may be submitted in separate e-mails (e.g. e-mail forwarded from IRB).

** If you have a large number of files and/or large file sizes please consult with CITR before sending.