**California State University San Marcos**

**University Survey Proposal**

***Before Submitting Your University Survey Proposal:***

* Visit the IP&A Survey Website (<http://csusm.edu/ipa/surveys>) to ensure the information you are seeking is not already available in one of our institutional surveys.
* Consult the University Survey Calendar (<http://www.csusm.edu/ipa/surveys/surv-calendar.html>) to select administration dates that minimize overlap with existing surveys. Proposals must be received at least 30 days in advance of the proposed survey launch date.
* Confirm your survey content, communications, and administration plan with collaborators and obtain approval from an MPP. Finalize your survey in the format you intend to administer it. If you require a SurveyGizmo license, you may request one on the IP&A website.

1. Contact Information

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| **Responsible Party**  Please provide contact information for the individual responsible for the proposed survey. | | | |
| Name: | Email: | Extension: | Dept/Unit: |
| **Survey Administrator**  Please provide contact information for the individual responsible for maintaining and administering the survey, *if other than above*. This may include building the survey, sending the survey to participants, monitoring response rates, and pulling results. If the responsible party listed above will be handling these tasks, leave this section blank. | | | |
| Name: | Email: | Extension: | Dept/Unit: |
| **Approving MPP**  University Survey Proposals will not be reviewed unless approved by an MPP. | | | |
| Name: | Email: | Extension: | Dept/Unit: |

1. Survey Details

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| **Survey Name** |
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| **Please indicate whether your survey proposal is related to any of the following:** |
| Regional or Disciplinary Accreditation  Other Mandatory Reporting  Application for New Grant  Report for Existing Grant  Program Evaluation  Faculty Research  Campus Committee or Task Force |
| **Is this a re-administration of a previously administered survey?**  If yes, please provide information about how this administration differs from the prior administration in the appropriate field(s) below. Where there have been no changes, please indicate “no change.” |
| Yes  No |

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| **Purpose of Survey**  Please describe the purpose of your proposed survey, including how you will use the results and how the data gathered will benefit your unit and/or the institution as a whole. What questions are you hoping to answer? What actions might you take as a result? | |
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| **Proposed Sample**  Please describe the size and composition of the group you wish to survey and explain your rationale for selecting this sample. If you propose to survey 100% of a student or employee population, you must address why a random sample is insufficient for your purpose. | |
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| **Online Survey – Communication Plan** | **Paper Survey - Communication Plan** |
| Survey or link embedded on a CSUSM webpage  Survey link in Campus-Wide Announcements\*  Link emailed to participants using survey software  Link emailed to participants using CSUSM email  Administer survey in person (e.g., in class or at event)  *Location*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  N/A  \*The University Survey Committee approves surveys, but does not coordinate or oversee survey communications. If you choose to include your survey in Campus-Wide Announcements or another email produced by the Office of University Communications, you will need to coordinate with them ([publicity@csusm.edu](mailto:publicity@csusm.edu)) and ensure that your communications reflect university standards. | Mail survey to participants  Administer survey in person (e.g., in class or at event)  *Location*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  N/A |
| **Other Communication Plan**  If you intend to use a survey method other than online or paper, or if you would like to provide additional details regarding your communication plan, please describe your approach below. | |
| N/A | |
| **Proposed Administration Schedule**  Please detail your proposed administration schedule, including dates the survey will open and close, and dates for any proposed communications (e.g., invite, reminders) that will be sent to participants. | |
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| **Incentive Plan**  If applicable, please describe your plans for incentivizing participation in the survey. What incentive(s) will you use? How many participants will receive an incentive and how will these individuals be selected? How will the incentive(s) be delivered? | |
| N/A | |
| **Intended Survey Frequency**  Please indicate how often you plan to administer the survey. Note that surveys are only approved for one-time administrations, so each subsequent administration of the survey will need to be approved by the University Survey Committee and added to the University Survey Calendar. | |
| One time only  Once each semester  Annually  Biannually  Other (please specify): | |
| **Voluntary & Confidential Participation** Please describe your plan to ensure voluntary participation and address issues of confidentiality and anonymity. | |
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1. Acknowledgements

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| **University survey administration, analysis, and reporting must comply with the Family Education Rights & Privacy Act (FERPA); university standards for confidentiality and security of employee, student, and faculty data; university policy on Human Subjects Protection in Research; and university accessibility policies.** |
| I acknowledge that it is my responsibility to ensure my survey administration, analysis, and reporting comply with these policies. |
| **The Institutional Review Board (IRB) assures ethical conduct and the protection of human subjects in research according to federal regulations and university policy. If your survey is designed to contribute to generalizable knowledge which may be disseminated through a scholarly paper, conference presentation or poster, or other academic outlets, your survey may also be subject to review by the IRB.** |
| I acknowledge that it is my responsibility to obtain IRB approval, if applicable to this survey. |

1. Materials

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| **Please include a link to test the survey, if administering the survey online. Otherwise, attach a draft of your proposed survey content, as well as drafts of all proposed communications (e.g., invitation, reminders) to participants and any other relevant documents.** |
| Attached:  Survey Link or Final Draft of Proposed Survey Content  Invitation to Participate  Other Communications (if applicable)   * Pre-Survey Notification * Reminder(s) * Thank You |