

**NORTHWESTERN UNIVERSITY**  
**STUDENT SURVEYS PLANNING GROUP**

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**STUDENT SURVEY ADMINISTRATION REQUEST**

The Student Surveys Planning Group helps to plan, organize, and monitor surveys involving the Northwestern undergraduate and graduate/professional student and alumni population. In order to decrease burden on students, reduce replication of surveys on similar topics, and to ensure that all potential surveys meet the standards set forth by the university, individuals interested in administering a survey to the Northwestern student or alumni population are asked to please complete this form.

The Executive Committee of the Student Surveys Planning Group (SSPG) will review your request at our next quarterly meeting. Please submit requests prior to the deadline listed below for the quarter you are planning to administer the survey. If you plan to administer a survey in the Fall quarter, please submit your request by July 31<sup>st</sup>. For planned administration in the Winter quarter - October 31<sup>st</sup>; Spring quarter – January 31<sup>st</sup>; for the Summer quarter – May 31<sup>st</sup>.

**REQUESTOR'S CONTACT INFORMATION**

NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

INSTITUTION OR ORGANIZATION: \_\_\_\_\_

PROGRAM/DEGREE (if you are a student): \_\_\_\_\_

NAME AND DEPARTMENT OF FACULTY SPONSOR (if you are a student): \_\_\_\_\_

\_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

**SURVEY REQUEST**

SURVEY TITLE: \_\_\_\_\_

STATEMENT OF PURPOSE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ABSTRACT SUMMARY:**

- Please attach an abstract summary of your research project with your request. This should include information about the significance of the project, research objectives and questions, study populations, and hypotheses of your research study in 500 words or less.

**TARGET POPULATION**

**TARGET POPULATION:** What is the target population you would like to reach (e.g., international students, transfer students, freshman, female engineering students, recent alumni, etc.)?

\_\_\_\_\_

**STUDENT LEVEL (if applicable):** What level of students are you trying to reach in your survey (e.g., all students, undergraduates, graduates, professional students)? \_\_\_\_\_

\_\_\_\_\_

**PREFERRED SAMPLE SIZE:** Many of our surveys utilize a sample instead of the whole population. Based on the type of analysis you will use, you may anticipate the minimum number of respondents you need. What is the minimum administration sample size you are targeting? \_\_\_\_\_

**ADMINISTRATION PLAN**

**ADMINISTRATION PLAN:** How do you plan on administering your survey? Your survey administration plan should include how the survey will be administered (online, paper, mailing addresses, phone), who will send it on your behalf (Northwestern does not provide student email addresses to students), time frame, consent procedures (if given), and reminders.

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How many reminders do you plan on sending? Best practice at Northwestern is no more than 2. \_\_\_\_\_

**SURVEY SOFTWARE:** Are you using survey software? If so, which one?

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**INCENTIVES:** Will you be using an incentive? If so, please explain: \_\_\_\_\_

\_\_\_\_\_

DESIRED ADMINISTRATION LAUNCH DATE: While we will try to accommodate your desired administration launch date, please understand that there are several other longstanding surveys scheduled for administration during each quarter. We will let you know what time period would work best within the existing schedule. \_\_\_\_\_

How long will you keep your survey open? \_\_\_\_\_

**SURVEY INSTRUMENT**

Please attach the following to your request:

- a copy of your survey invitation (includes email message, if applicable),
- survey instructions (can be included at the beginning of the instrument)
- survey instrument
- reminder message

How long does it take to complete the survey? \_\_\_\_\_

Has the survey been used before or is this the first time this survey will be administered? If this is the first time, has it been pilot tested or reviewed by others?

\_\_\_\_\_

Will the survey be anonymous (no identifying information) or confidential (identifying information coded). If incentives will be given, consider how identifying information will be collected. \_\_\_\_\_

\_\_\_\_\_

**DATA ANALYSIS**

ANALYSIS PLAN: What type of analysis do you plan to do with the results? What software will you use? Will you be using a statistical package? How will the results be used (presentation, published paper)?

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DATA CONFIDENTIALITY: Who will have access to the survey data results? How will access be controlled?

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SHARING RESULTS: Who is the intended audience of your research? How will the results of your survey be shared?

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Will you send a copy of your final report to the Student Surveys Planning Group? \_\_\_\_\_

**INSTITUTIONAL REVIEW BOARD REVIEW**

Please indicate your intended plan for IRB approval. For more information, please visit the NU Social Behavioral Science (SBS) section of the IRB website: <http://irb.northwestern.edu/sbs>

- My survey research has received approval from Northwestern IRB. *Please provide approval date and number:* \_\_\_\_\_
- I will be seeking IRB approval for my research study. *Please indicate whether you will be seeking exempt, expedited, or full board approval:* \_\_\_\_\_
- My research does not qualify as human subjects research. *Please attach the IRB form for determining whether a project involves human subjects research:*  
<http://irb.northwestern.edu/templates-forms>

**Please email completed form to Debbie Crimmins at [d-crimmins@northwestern.edu](mailto:d-crimmins@northwestern.edu) or send to the Office of Institutional Research.**

For more information on the Student Surveys Planning Group, please visit our website at:  
<http://www.adminplan.northwestern.edu/ir/sspg/index.htm>