**Name: Date:**

**Department:**

# Survey Title

# PREVIOUSLY REVIEWED SURVEYS ONLY

**When will this survey be administered next?**

**Please list any changes from the last wave or version of the survey that was administered (e.g., questionnaire changes or changes to methodology).**

# NEW SURVEY SUBMISSIONS

## Project Information

**Will RIT be administering the survey? Yes  No**

**What is the survey administration timelines?**

## Survey Information

**What will be the estimated respondent length of survey (time it takes to complete the survey)?**

**What is the purpose/use case of the survey?**

**For example, “*This survey is run yearly to monitor x, y and z over time with group a, b and c. This provides data on progress towards achieving strategic goals of … within the department.*”**

**Where can the survey questions be found?**

***Please share the survey questions here or submit the file to the university Survey Committee along with this form.***

## Survey Data Collection Information

**Please outline this project’s survey administration plan.**

***Please include information on who with be the target population/people surveyed, how often will data be collected (one time, weekly, monthly, yearly) and how many will be invited to participate in each of those intervals. Also, how will people know to participate (email invitations, open distribution of the survey link) and how frequently will people be contacted?***

**Are there any incentives for participation (e.g., pay per complete, sweepstakes, non-financial incentives)? Yes  No**

**If Yes, what next steps need to be taken?**

**Will this survey require informed consent? Yes  No**

**If YES, please provide information on the informed consent process.**

**Will data be collected confidentially or anonymously?**

**Will personally identifiable information (PII) be collected or included? Yes  No**

**If YES, please list those who will have access to PII.**

**Who will analyze and/or summarize the survey data?**

**=====================DO NOT FILL BELOW THIS LINE==========================**

|  |
| --- |
| **Committee Discussion Summary:** |

|  |
| --- |
| **University Committee Recommendations Review Date:** |
| The University Survey Committee has reviewed the survey and provides the following endorsement along with any applicable recommendations and comments related to its review:  Endorse Survey  Do Not Endorse Survey/Discontinue  **Suggestions & Comments:** |