Please complete this form and submit to Carolyn Giordano at OIR@jefferson.edu.

1. Contact information: Office and person administering the survey:

______________________________________________________________________________

______________________________________________________________________________

2. Describe the goals and objectives of your survey. (Why are you conducting the survey and what do you hope to do with the results?)

______________________________________________________________________________

______________________________________________________________________________

3. Who are the intended audience for the results?

______________________________________________________________________________

______________________________________________________________________________

4. Describe the survey method (Web, paper and pencil, e-mail, phone, other).

______________________________________________________________________________

______________________________________________________________________________

5. Was this survey created internally or externally? If externally, have appropriate IRB processes been met?

______________________________________________________________________________

6. If this survey is part of a multi-institutional effort, have appropriate IRB processes been met at all institutions?
   Yes ___________ No ___________

Name of other institutions involved: ________________________________________________

______________________________________________________________________________

7. Describe timeline:

   Survey launch date_____________________________________

   Survey closing date ________________________________

   Reminder date(s) ________________________________
8. How long, on average, will the survey take respondents to complete?


9. Describe target population (both a description and a number).
   (Population: The entire group of people about which you want to know something; e.g., all students on a college campus, those students that participated in a particular program)


10. Describe sample (both a description and a number).
    (Sample: The group of people selected from the population to which a survey will be administered)


11. Is this survey anonymous and/or confidential?
    “Anonymous” means the identity of respondent is unknown; “confidential” means while the identity of respondent is known, individual responses will not be made public and responses will be presented in statistical aggregate.)


12. How will you be obtaining contact information of your sample?


13. Describe any incentives that will be used, if applicable.


14. Please provide a copy of the survey questionnaire.

15. Please provide a copy of the cover letter that goes out with the survey.

16. Please provide a copy of the reminder letter.