

Institutional Research Survey Request Form

Please print out and complete this form and fax back to Institutional Research at (510) 869-6267.

Requester:	Name of Survey:	
Purpose of Survey:		
Target Population:		
Have the survey questions been developed? If yes, please attach questions. <input type="checkbox"/> Yes <input type="checkbox"/> No		
Please select survey delivery method(s): <input type="checkbox"/> Online <input type="checkbox"/> Paper <input type="checkbox"/> Phone <input type="checkbox"/> Other (please specify):	Please describe the survey participants' data to be supplied to IR (e.g. appropriate contact info, other identifying data for tracking purposes, etc.):	
If an online survey link is to be emailed to survey participants, please provide the name of the individual whom the survey should come from:	Would you like to offer an incentive to survey participants? <input type="checkbox"/> Yes If yes, please describe incentive: <input type="checkbox"/> No	
Please indicate your survey reporting needs: <input type="checkbox"/> Basic analysis (mean scores and frequencies) <input type="checkbox"/> Advanced analysis (significant difference testing, open-ended response content analysis)	Please provide a list of individuals who should receive a copy of the survey report: 1. 2. 3. 4. 5. 6.	
Would you like a copy of the raw data results for further analysis? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Preferred survey start date:	Duration of survey:	Preferred date of results dissemination: