

Please complete this request for approval and submit it to the University Survey Committee c/o the Director of Institutional Data Analysis & Planning: E-mail: [tracey.macdonald@smu.ca](mailto:tracey.macdonald@smu.ca).

You should fill out this request for approval if you are interested in conducting a survey of a population at Saint Mary's University (including applicants and alumni) that involves direct requests to individuals for information or opinion.

In completing this form, keep in mind the following criteria by which this application will be assessed:

- Alignment with institutional priorities.
- Design of the survey, including timing, scope, and mode of delivery.
- Extent to which other surveys supply (or could supply) the required data.
- Extent of survey burden on target groups within the university.
- Government requirements.
- Impact of survey and/or impact of previous surveys of this kind

If you are attaching additional information, please be sure to clearly identify the relevance of the information to this application.

1. Name of group conducting or managing the survey, as well as contact information for the project lead at the university. If the survey is part of a larger survey conducted across institutions, provide information on who will be managing it internally, as well as the source of the survey externally.

2. Explain whether this survey contributes to University priorities, and if so, how.

3. Identify the issues that will be addressed by the survey.

4. Identify the additional resources at the University this survey will require assistance from:

5. Identify the target population for this survey.

6. Describe the survey's sampling approach.

7. Identify the planned timelines for the survey administration, analysis, and dissemination.

8. Identify the planned mode of contact and delivery (mail, web, e-mail)

9. State what specific data will be collected, what tools will be used to collect it and where it will be stored. Please attach a draft survey questionnaire if available.

10. Explain how the data will be used, who the results will be shared with and how those results will be shared.

11. If this survey has been done before, please explain how the results were used.

11. Other comments (if any).

Date of Application:

Applicant Name:

Applicant Signature: