

Survey Proposal Form

This form captures information required for the approval process of surveys covered by the organisational scope of the Students and Graduates Surveys policy.

For additional information on the approval process and the Surveys of Students and Graduates Policy please refer to:

* Surveys of Students and Graduates Policy: <http://www.otago.ac.nz/administration/policies/> <<(not live)>>
* Surveys of Students and Graduates Policy Guidelines

http://www.otago.ac.nz....<<(not live)>>

* Surveys Schedule

http://www.otago.ac.nz...<<(not live)>>

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Please note: Questions marked with an asterisk are compulsory. An application will not be considered complete unless all compulsory questions have been answered.

**General Information and Background**

1. What is the proposed title of the survey?\*

1. What is the topic being investigated?\*
2. What is/are the aim(s) of the survey (brief description)?\*
3. What other (if any) other source of data could be used instead of a survey?
4. What other assessment/evaluation activities are being considered, or coincide with this survey?
5. Have you considered if the survey project requires ethical approval?\*

<http://www.otago.ac.nz/study/masters/handbook/otago004469.html>

Yes [ ]  No [ ]

1. Are the questions for the survey already designed?\*

Yes [ ]  No [ ]

If yes, please attach a copy of the survey to this form (please note that a printed version is preferable to an hyperlink).

1. On average, how long do you estimate it will take respondents to answer the survey?\*

**Sample Information**

1. What is the intended target population for the proposed survey (who will be surveyed)?\*
2. How many people or organisations will be included in the survey (or an estimate if still unknown)?\*

[ ]  1-99

[ ]  100-499

[ ]  500-999

[ ]  1000+

[ ]  Unknown

1. If applicable, have you considered the approval(s) required to use the contact details of your sample?

**Survey Delivery**

1. Do you have tentative dates for?\*

-Start of Data Collection:

-Reminders (if applicable):

-End of Data Collection:

1. Are you planning to incentivise the survey?

Yes [ ]  No [ ]  Unsure [ ]

If yes, then what will be the incentive (i.e.: Book vouchers, iPod…)?

1. What is the intended frequency of the survey?\*

[ ]  one-off

[ ]  monthly

[ ]  quarterly

[ ]  biannually

[ ]  annually

[ ]  2 – 4 years

[ ]  Other (please specify)

1. Do you have a preferred mode of delivery for the survey?

[ ]  Online

[ ]  Hard Copies

[ ]  Phone

[ ]  Face-to-face interview

[ ]  Mixed Delivery

[ ]  Other

**Resources and Communication**

1. Have you planned how the findings will be disseminated? Who should be contacted? Please attach a communication plan (if available).

**Other**

1. Do you have any other comments regarding the proposed survey?