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**SURVEY RESEARCH PROPOSAL FORM**

**REQUESTS FROM PARTIES EXTERNAL TO THE COLLEGE**

*Date:*

**About the Project Manager**

*Name:*

*Title:*

*Affiliation with Rhode Island College:*

*Telephone:*

*E-Mail:*

**General Information about the Project**

**Official from External Organization**

*Name & Title:*

*Telephone:*

*E-mail:*

**RIC Sponsor[[1]](#footnote-1)**

*Name & Title:*

*Telephone:*

*E-mail:*

A. Title of the project for which this survey is to be conducted:

B. Research question(s) survey will help you answer:

C. Why do you want to conduct the survey at Rhode Island College?

D. Have you sought IRB approval from your organization?

E. Are you planning to conduct the survey at other organizations in addition to Rhode Island College? If so, please specify.

F. Can you envision any ways in which the results of the survey may be useful to Rhode Island College? If so, please specify.

G. Do you require any resources from Rhode Island College (staff time, facilities, technology, etc.) to conduct your survey? If so, please specify.

**Target Populations and Administration**

A. Who is the RIC target population and research sample for the survey? Please describe in as much detail as possible, noting the characteristics of the population and whether your research sample will include the entire population or only a selected sample (*Example: All full-time undergraduate students enrolled in the fall semester with a major in the School of Nursing*).

B. What kind of information do you need on the target population to select a sample, administer the survey, etc. (e.g., email address, major, RIC id, etc.)?

C. How will you protect the information you have on the target population so that confidentiality is not compromised?

D. How will you administer the survey? Please provide detail on both the format of the survey and how it will be distributed to your sample (*Examples: This will be a paper survey that is distributed to students at an event; this will be an electronic survey that is distributed to the population via e-mail.*).

E. Will you be using any incentives to encourage participation in the survey? If so, please describe.

**Timing of the Survey**

A. When will the survey be administered (please provide as exact dates as possible)?

**Use and Dissemination of Results**

A. How will you use the results?

B. How do you plan to share the results (examples: in a formal report, on your website, at a meeting, etc.)?

C. With whom will you share the results? Please indicate whether you plan to share the aggregated results with those who responded to the survey.

D. What will you do to protect the data you have gathered from your research subjects?

E. What will you do to protect the identity of the college?

**For Office Use Only**

**APPROVED**

*Signature:*

*Date:*

**APPROVED WITH REVISIONS**

*Signature:*

*Date:*

**REJECTED**

*Signature:*

*Date:*

1. *Must be at the level of at least an Assistant Vice President/Dean; approval must be sent to the Director of Institutional Research & Planning from sponsor in the form of an e-mail.* [↑](#footnote-ref-1)