

Survey Proposal Form

To propose a survey, please complete this form **in its entirety**, submitting it to the Survey Coordinating Committee **no later than the close of business the first day of the month that you would like to begin administering your survey** (for other timeline details, click [here](#)). The Survey Coordinating Committee will use this information to understand your surveying goals and to promote compliance with campus, state, and federal policies.

When submitting the Survey Proposal Form, please:

1. Name the proposal file as follows. The date should identify the preferred start date for the survey.

Format: year.month.day_surveyname

Ex. 2015.10.25._New Student Survey_Proposal

2. Name the survey instrument as follows. Again, the date should identify the preferred start date for your survey.

Format: year.month.day_surveyname_Instrument

Ex. 2015.10.25._New Student Survey_Instrument.

3. Email the completed proposal AND the survey instrument to surveys@ucmerced.edu.

A. Contact Information

Who should the Survey Coordinating Committee contact about this proposal?

Name

Title

E-mail Address

Department/Unit

Please indicate the contact person's affiliation with UC Merced:

UC Merced faculty (senate)

UC Merced faculty (non-senate)

UC Merced staff

UC Merced graduate student*

UC Merced undergraduate student*

Other or no UC Merced affiliation (please specify)

*Surveys conducted by students must be supervised by a UC Merced faculty or staff member.

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Please provide the supervisor's contact information:

Supervisor's Name

Supervisor's Title

Supervisor's E-mail Address

Supervisor's Department/Unit

B. Recurring Surveys

1) Is this a proposal for a recurring survey, i.e. a survey that was previously administered following review by the Survey Coordination Committee?

Note: Completion of this proposal form is only required if you have made certain types of changes to your survey since the previous administration. For a list of relevant changes, visit (<http://assessment.ucmerced.edu/node/88#Recurring>). If you have not made changes and would simply like to administer your survey again, please complete the [Recurring Survey Proposal Form](#) so that the Survey Coordinating Committee can assist with scheduling your survey.

Yes

No

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C. Survey Population, Purpose, and Process

1) Who at UC Merced will be surveyed? (Please select all that apply.)

Current undergraduate freshmen and/or first years

Current undergraduate sophomores and/or second years

Current undergraduate juniors and/or third years

Current undergraduate seniors and/or fourth years

Former undergraduate students (alumni)

Current graduate students, if so, please specify sample:

Former graduate students (alumni)

Faculty (senate and/or non-senate)

Staff

Other

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2) Please indicate approximately how many people will receive the survey.

3) What is the preferred start date for administering the survey? Please provide the date as mm/dd/yyyy. It may be helpful to consult the [UC Merced campus survey calendar](#).

4) What is the preferred end date for administering the survey? Please provide the date as mm/dd/yyyy.

5) Please select the response(s) that best describe(s) how the survey data will be used.

The data from the survey will be used for:

Annual assessment of an academic program(s)

Annual assessment of an administrative unit(s)

Academic Program Review

Administrative periodic review

Accreditation (if selected, please answer 5B below)

Institutional research in support of a division or campus priority

Regional or national survey

Continuous improvement

Assessment of a grant funded initiative or project

Annual assessment of a unit(s) in Student Affairs

Student Affairs program review

Other

5B) If "Accreditation" was selected above, please provide the name of the accrediting agency, e.g. WSCUC, ABET, etc.

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6) Please briefly describe the questions(s) this survey will help to answer: what do you want to know and why?

7) How will the survey be conducted? (Please select all that apply.)

- Online/web using a UCM Qualtrics account delivered through campus email
- Online/web using 3rd party survey tool (e.g. Survey Monkey or Google Forms) delivered using campus email
- US Mail
- Telephone
- Face-to-face, a paper copy will be given to respondents
- Other

8) What information will be used to identify and/or contact survey participants? (Please select all that apply.)

- Names
- Email addresses
- Phone numbers
- Physical addresses (e.g. home, office)
- Demographic data (e.g. gender, race/ethnicity)
- Institutional data (e.g. residential status, class level, faculty rank, school/major)
- Other (Please explain)

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9) Are there plans to use [incentives](#) to encourage survey participation (e.g. prizes, gift cards, etc.)?

Yes

No

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10) Are there plans to administer the survey more than one time (e.g. in multiple semesters or academic years)?

Yes

No

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D. Dissemination of Survey Results

1) To whom and/or how will the survey results be shared or reported? (Please select all that apply.)

UC Merced unit/program that administered the survey

UC Merced leadership (e.g. Chancellor, Provost, AVC(s), Dean(s))

UC Merced faculty

UC Merced students

Survey Respondents

Colleagues at other campuses

Posted on the UC Merced website (open-access)

Professional meeting(s)/Conference(s)

Professional publication(s)

Other audience/location (please specify)

E. Relationship to Existing UC Merced Surveys

1) Have existing surveys/survey data been reviewed to determine whether the information being sought is already available?

Yes

No

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F. Checklist for Compliance

It is essential that all surveys meet federal, state, and university policies and regulations, including those that govern Human Subjects Research. The questions that follow are designed to help the Survey Coordinating Committee direct proposers to appropriate resources and support. It is that responsibility of those conducting the survey to ensure policies and regulations are met.

1) Does this survey require [Institutional Review Board \(IRB\)](#) approval?

Yes

No

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2) Does this survey require adherence to the [Family Educational Rights and Privacy Acts \(FERPA\)](#)?

Yes

No

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3) Does this survey involve the storage of protected or confidential data, as defined by [UC Merced IT](#)?

Yes

No

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4) Does this survey require adherence to the [Health Insurance Portability and Accountability Act \(HIPAA\)](#)?

Yes

No

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G. Support for Survey Development

- 1) Was the proposed survey developed with the support or input of a staff or faculty member with survey expertise (e.g. an assessment specialist, IRDS, faculty member)?

Yes

No

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