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| Page - Survey Project Proposal |
| |  | | --- | | After you have requested your project and uploaded your survey questions in Campus Labs, please provide the following information about your project. This review process was created to gather information about survey activity across the division, prevent 'over-surveying' of target populations, reduce duplication of effort, and improve survey design.   Please allow at least one week for review of your proposal. After your proposal is reviewed, an approval document will be uploaded into the Project Files dashboard of your project and StudentVoice will be notified that your project may be activated. **Please upload your survey items into your project's Project Files dashboard before completing this form, so that the survey is available for review.** | | *Required answers: 0          Allowed answers: 0* |  |  | | --- | | Q1 Please provide the following information: | | Today's date (mm/dd/yyyy):*[Code = 1] [TextBox]* | | First name:*[Code = 2] [TextBox]* | | Last name:*[Code = 3] [TextBox]* | | E-mail address:*[Code = 4] [TextBox]* | | Phone number:*[Code = 5] [TextBox]* | | *Required answers: 5          Allowed answers: 5* |  |  | | --- | | Q2 Please indicate your department: | | Academic Centers for Excellence *[Code = 1]* | | Admissions *[Code = 2]* | | Campus Recreation *[Code = 3]* | | Capstone Scholars *[Code = 4]* | | Career Center *[Code = 5]* | | Counseling Center *[Code = 6]* | | Disability Services *[Code = 7]* | | Enrollment Management *[Code = 8]* | | Fellowships & Scholar Programs *[Code = 9]* | | Greek Life *[Code = 10]* | | Green Quad *[Code = 11]* | | Healthy Carolina *[Code = 12]* | | International Programs *[Code = 13]* | | Judicial Affairs and Academic Integrity *[Code = 14]* | | National Resource Center *[Code = 15]* | | Office of Multicultural Student Affairs *[Code = 16]* | | Office of Student Financial Aid and Scholarships *[Code = 17]* | | Office of the Vice President*[Code = 18]* | | Orientation and Testing *[Code = 19]* | | Pre-Professional Advising *[Code = 20]* | | Preston College *[Code = 21]* | | Professional Development Team *[Code = 22]* | | Registrar *[Code = 23]* | | Student Engagement *[Code = 24]* | | Student Government*[Code = 25]* | | Student Health Services *[Code = 26]* | | Student Life *[Code = 27]* | | Student Success Center *[Code = 28]* | | Substance Abuse Prevention and Education *[Code = 29]* | | TRIO Programs *[Code = 30]* | | U101 *[Code = 31]* | | Undergraduate Research*[Code = 32]* | | University Housing *[Code = 33]* | | Veterans Services *[Code = 34]* | | Visitor Center*[Code = 35]* | | *Required answers: 1          Allowed answers: 1* |  |  | | --- | | Q3 Please indicate the name of your project: (Please provide the exact name of your survey project as it was created in StudentVoice.) | | *[Code = 1] [TextBox]* | | *Required answers: 1          Allowed answers: 1* |  |  | | --- | | Q4 What is the Institutional Review Board (IRB) status of the project?   Please note that IRB review is not required for non-research activities: "Certain activities have the characteristics of research but do not meet the definition of research for IRB review. These activities do not require review by the IRB. Examples of data collection or observation activities that do not require review include data collection for internal departmental or other University administrative purposes (e.g. teaching evaluations, student evaluations, and ''customer service'' surveys)."This statement is taken from the USC IRB document "What needs IRB Review and Approval?" To see the complete document and other information on the Institutional Review Board at USC, go to <http://orc.research.sc.edu/irb.shtml> | | IRB approval has been received.*[Code = 1]* | | IRB approval has been requested.*[Code = 2]* | | I have determined that IRB approval is not required for this project.*[Code = 3]* | | *Required answers: 1          Allowed answers: 1* |  |  | | --- | | Q5 When do you propose to begin data collection? | | *[Code = 1] [TextBox]* | | *Required answers: 0          Allowed answers: 1* |  |  | | --- | | Q6 What are you expecting to learn from this survey? | | *[Code = 1] [TextBox]* | | *Required answers: 0          Allowed answers: 1* |  |  | | --- | | Q7 What kinds of data will the survey provide? | | Demographic information about users of program/service (please use the established format for demographic items)*[Code = 1]* | | Participant satisfaction with an event, program, or service*[Code = 2]* | | Direct measure of student learning*[Code = 3]* | | Students' perceptions about their learning*[Code = 4]* | | Feedback on candidate for employment*[Code = 5]* | | Internal purpose - staff information*[Code = 6]* | | Other (please specify)*[Code = 7] [TextBox]* | | *Required answers: 1          Allowed answers: 7* |  |  | | --- | | Q8 What data/information will the survey provide and how will it be used?   (Examples: Students' responses about satisfaction with content, timing, cost and format of Program X will help us identify areas for program improvement. Students' responses about their priorities for services they believe are necessary for their success at USC will help us identify services we might want to add, change or stop providing. Staff ratings and comments about employment candidates will help us choose the candidate who is the best fit, and will help us understand how others perceive the role of this staff member.) | | *[Code = 1] [TextBox]* | | *Required answers: 0          Allowed answers: 1* |  |  | | --- | | Q9 What resources have you accessed to ensure you are not duplicating efforts (e.g., collecting data that currently already exists and is available to you such as NSSE data in the data warehouse on the website of the Office of Institutional Assessment and Compliance)? | | *[Code = 1] [TextBox]* | | *Required answers: 1          Allowed answers: 1* |  |  | | --- | | Q10 Who do you plan to survey (who is the target population)? (Examples: First-year students who live in Columbia Hall, employees of the Division of Student Affairs and Academic Support, Internship Fair employers) | | *[Code = 1] [TextBox]* | | *Required answers: 0          Allowed answers: 1* |  |  | | --- | | Q11 Will the entire population or a sample be surveyed? | | Entire target population*[Code = 1]* | | Sample from the target population*[Code = 2]* | | *Required answers: 1          Allowed answers: 1* |  |  | | --- | | Q12 How many persons are in the target population? (Please estimate if exact number is not known.) | | *[Code = 1] [TextBox]* | | *Required answers: 0          Allowed answers: 1* |  |  | | --- | | Q13 How will you administer the survey? | | Online/web survey*[Code = 1]* | | Mobile device (i.e., iPod or PDA)*[Code = 2]* | | Paper (results will be uploaded into StudentVoice)*[Code = 3]* | | *Required answers: 1          Allowed answers: 1* | |
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| |  | | --- | | Q14 Please provide the following information about your sample: | | How will the sample be selected? (Example: 25% of all sophomores will be randomly selected)*[Code = 1] [TextBox]* | | How many will be selected? (please provide the number)? (Example: 1000)*[Code = 2] [TextBox]* | | *Required answers: 2          Allowed answers: 2* | | Display if Q11='Sample from the target population' |  |  | | --- | | Q15 How will email addresses of participants be obtained? (Examples: Email addresses are collected from students/employers who participate in our program, the registrar’s office will be asked to provide email addresses for a random sample of students) | | *[Code = 1] [TextBox]* | | *Required answers: 1          Allowed answers: 1* | | Display if Q13='Online/web survey' |  |  | | --- | | Q16 Please provide any additional information needed to describe the project: | | *[Code = 1] [TextBox]* | | *Required answers: 0          Allowed answers: 1* | |
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