**Dartmouth College**

**Survey Proposal Form**

1) Topic of survey

2) Describe the goals and objectives of survey (Why are you doing the survey and what do you hope to do with the results?)

3) Who are the intended audience for the results?

4) Contact office and person

5) Describe the survey method (Web, paper and pencil, e-mail, phone, other)

6) Describe timeline

- Survey launch date

- Survey closing date

- Reminder date(s)

7) What is the estimated duration of survey? (How long, on average, will the survey take?)

8) Describe target population (both a description and a number)

(Population: The entire group of people about which you want to know something; e.g., all students on a college campus, those students that participated in a particular program)

9) Describe sample (both a description and a number)

(Sample: The group of people selected from the population to which a survey will be administered)

10) Is this survey anonymous and/or confidential?

(“Anonymous” means the identify of respondent is unknown; “confidential” means while the identify of respondent is known, individual responses will not be made public and responses will be presented in statistical aggregate)

11) Provide a copy of the survey questionnaire

12) Provide a copy of the cover letter that goes out with the survey

13) Provide a copy of the reminder letter

14) If you plan to conduct the survey or use the survey results for research purposes, please contact the CPHS (Committee on the Protection of Human Subjects) for review prior to conducting your project.

15) How will you be obtaining contact information of your sample (e.g., Hinman Box, e-mail address, etc.)?

16) Describe survey software that will be used, if an email or internet survey is being done.

17) Describe statistical package that will be used

18) Are you working with any office or individual who can provide you with consultation in survey methodology and statistical analyses? If so, please provide information.

19) Describe incentives that will be used, if any.