**Dartmouth College**

**Survey Proposal Form**

1. Describe the goals and objectives of survey (Why are you doing the survey and what do you hope to do with the results?)
2. Who are the intended audience for the results?
3. Contact office and person
4. Describe timeline
   * Survey launch date
   * Survey closing date
   * Reminder date(s)
5. What is the estimated duration of survey? (How long, on average, will the survey take?)
6. Describe target group (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)
7. Have you informed the CPHS (Committee on the Protection of Human Subjects)?
8. 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.
9. How will you be obtaining contact information of your sample (e.g., Hinman Box, e-mail address, etc.)?
10. Describe incentives that will be used
11. Provide a copy of the survey questionnaire