

DID YOU KNOW?

CSUF's Survey Request Process

In 2021, CSUF developed survey guidelines to help coordinate campus surveys and reduce survey fatigue. Learn more about CSUF's Survey Request Process below or by visiting www.survey.fullerton.edu

40

surveys have been approved between 2021 & April 2023

70%

of surveys were processed and approved within 48 hours

HOW DO I SUBMIT A SURVEY REQUEST FORM?

1 Visit the [survey website](#)

2 View the survey calendar to select distribution dates that do not overlap with other surveys, in particular surveys with the same population.

3 Complete the online Survey Request Form. You will need the information listed below to complete the form.

- Responsible party
- Survey administration (can be the same as responsible party)
- Approving MPP (can be the same as survey administrator and responsible party)
- Survey name
- Re-administration information (if applicable)
- Purpose of survey
- Survey groups (i.e., students, faculty or staff)
- Proposed sample population
- Proposed distribution dates
- Intended survey frequency
- IRB information (if applicable)
- Survey instrument

DO I NEED TO SUBMIT A SURVEY REQUEST FORM?

Most surveys that meet one of the points below should submit a survey request form.

Please review the survey coordination guidelines for more details.

- Any survey for which the sample comprises of 500 or more prospective, current, or former students.
- Any survey for which the sample seeks to draw from populations that are less than 500.
- Any survey for which the sample comprises of 50 or more prospective, current, or former University employees (staff, faculty, or administrators).
- Any survey for which the sample is randomly selected from a population of campus constituents.

SURVEY SUBMISSIONS BY DIVISION SINCE 2021

