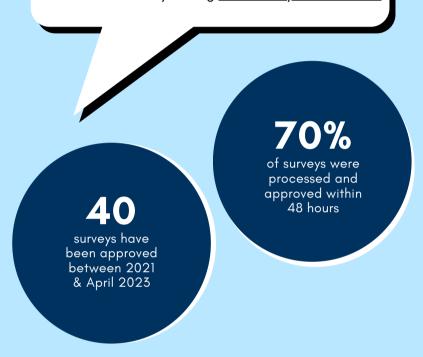
# **DID YOU KNOW?**

### **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 <u>www.survey.fullerton.edu</u>



#### 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.

#### **HOW DO I SUBMIT A SURVEY REQUEST FORM?**

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

## **SURVEY SUBMISSIONS BY DIVISION SINCE 2021**

