

Temple University Institutional Survey Application for Approval

Temple University Survey Coordinating Committee (TUSCC)

Please note: before completing this application, review the TUSCC Survey Approval Process at: www.temple.edu/ira/assessment-and-evaluation/student-surveys/administering-surveys.html. Please be as specific as possible when completing this application. Use additional paper when needed.

In addition to completing this application, send an electronic copy of the survey and any cover letter or other correspondence to surveys@temple.edu. At the conclusion of your survey project, you must submit a copy of your final report (preferable electronically) to TUSCC.

Project Title	
Survey Sponsor (Name)	
Title/ Department	
Email	
Phone	
Purpose of the survey: Please summarize, including information to be provided by the survey, how the survey contributes to Temple University priorities, issues to be addressed by the survey, and the various stakeholders in the administration of the survey.	

Temple University Institutional Review Board: All surveys must be reviewed and approved by the Institutional Review Board (IRB). The IRB website is www.temple.edu/research/regaffairs/irb/.

Have you secured IRB approval for your survey administration?	___ YES	___ NO
If yes, # _____		

If you have any questions, please contact Sally Frazee at (215)204-8685 or sally.frazee@temple.edu

When would you like to	
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administer the survey?	
Start Date	
End Date	
Reminders	

How will the survey be conducted?	<input type="checkbox"/> Paper	<input type="checkbox"/> Electronic	<input type="checkbox"/> Other If other, explain: _____ _____ _____ _____
Who will be surveyed and what is the sampling strategy?			
How will adequate response rates be ensured?			
How will privacy of the responses be protected?			
Where will survey responses be stored and secured, and who will have access?			
What will happen to the stored information once data analyses and the final survey report have been completed?			
Signature(s) (Survey Sponsor)			

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