**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Survey Title:**
2. **Survey Purpose and Use Cases:**
3. **New or Existing Survey (list the last administration date for existing surveys):**
4. **Sponsoring/Administering Unit:**
5. **Target Population:**
6. **Survey Administration Timelines:**

1. **Survey Frequency (one time, yearly, weekly, etc.):**
2. **Accessibility:**
3. **Survey Instrument (i.e. proprietary or in-house, nature of questions, link to the instrument, length of the survey, etc.):**
4. **Topical Modules or Optional Questions:**
5. **If Existing Survey, Any New Notable Changes:**
6. **Administration Practices and Survey Plan:**
   1. **How do you plan to solicit participation?**
   2. **Frequency of reminders and who will be sent reminders (e.g. all students vs non-respondents)?**
   3. **Are there any incentives for participation?**
   4. **Please provide information on the informed consent process:**
   5. **Are the data collected confidentially or anonymously?**
   6. **Who will have access to the personally identifiable data?**
   7. **Who will analyze and/or summarize the survey data?**
7. **Is There A Specific Area That You Would Like the Committee to Provide Feedback on?**

**==============================DO NOT FILL BELOW THIS LINE===================================**

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| --- |
| **Committee Discussion Summary:** |

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| --- |
| **University Committee Recommendations Review Date:** |
| The University Survey Committee has reviewed the survey and provides the following endorsement along with any applicable recommendations and comments related to its review:  Endorse Survey  Do Not Endorse Survey/Discontinue  **Suggestions & Comments:** |