

The University of Regina Surveys Policy applies to all large-scale surveys of current and prospective students, alumni, staff and other stakeholders of the University of Regina. Surveys that are within the scope of the Surveys Policy must be approved by the Survey Management Committee (SMC) before being administered.

For exemptions to the Surveys Policy, please see the Surveys Policy at:
<http://www.uregina.ca/policy/browse-policy/policy-GOV-070-025.html>

Please submit this application -- as well as a copy of the survey questionnaire -- FOUR WEEKS prior to the Proposed Launch Date of the Survey you wish to conduct. The SMC will review proposals to conduct a survey on a regular basis and will notify applicants of the outcome of the assessment within four weeks.

CONTACT INFORMATION

Name of Group Conducting the Survey / Survey Manager/	
Faculty/Department	
Contact Name	
Contact Phone	
Contact email	

SURVEY PROPOSAL

Project title	
Survey population	
Survey method being used	
Planned survey launch date	
Date survey will be closed (or approximately how long it is to be open for)	

Data to be collected / Issues to be addressed by survey	
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OTHER APPROVALS

Does this survey require approval from the University of Regina's Research Ethics Board (REB)?	
If yes, provide the date of the Research Ethics Board Approval, as well as the Approval Expiry date.	

If you are not certain whether you require Ethics Approval, please see the Web site <http://www.uregina.ca/research/faculty-staff/ethics-compliance/human/policies.html> for additional information prior to submitting your application to the Survey Committee.

DATA COLLECTING

Describe how the data will be used and who will the results be shared with?	
Describe how the data will be stored and who has access to the data?	
Describe your plans to dispose of the data and when the data will be disposed of?	

ADDITIONAL INFORMATION

If this survey is part of a larger survey conducted across institutions, please provide further information on which the external source is?	
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<p>Is this a one-time survey or is it administered on a cyclical basis? If yes, when was it last conducted?</p>	
<p>Are any incentives being offered? If yes, please describe:</p>	
<p>Will an advisory letter promoting the survey be sent in advance of the launch date? If yes, Please provide details such as mail date, endorsement, time between letter and survey.</p>	
<p>Are you aware you are required to submit the <i>Survey Results Report</i> to the Office of Institutional Research within three months of the close of this survey.</p>	

Please submit this application, as well as a copy of the survey questionnaire to:

Survey Committee Coordinator
Office of Institutional Research
University of Regina
Regina, Saskatchewan S4S 0A2
Phone: 306-585-5289
oir@uregina.ca