

**Application Checklist for the Survey Coordination Committee**  
Please initial each of the following and provide signatures where appropriate.

\_\_\_\_\_ I have reviewed the [Macalester Survey Calendar](#) and have created a timeline and sample that, to the best of my ability, does not overlap with other planned projects. The timeline for my planned project is from \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_ I have completed the [CITI training](#) on conducting ethical research (students are required to do this training and attach proof of completion with their application. Faculty and staff are encouraged to do the training). I have also read information on conducting [ethical research](#). I understand that it is my responsibility to execute this project in adherence to these ethical principles and the ethical guidelines of my academic discipline.

\_\_\_\_\_ I understand that the data files I collect may only be shared now or at a later date with persons listed in my application or on the [Off-Campus Collaborators Form](#).

\_\_\_\_\_ I have completed the [Application to Conduct a Survey](#) **OR** my academic research project has received approval from an IRB at Macalester. (Please attach a copy of the approval.) If you are doing academic research and do not yet have IRB approval, please indicate why:

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Your signature

Date

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(For staff) Signature of Dean or VP

Date

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(For students) Signature of Faculty or Staff mentor/advisor

Date