Application to Conduct a Survey of Macalester Students, Faculty, Staff, or Alumni

Please provide the following information and submit it to the Survey Coordination Committee.

- **Contact information**
  - List the names of all persons who will be conducting this project. Identify the main contact person.
  - Indicate the campus office, organization, department, or committee of main contact person.
  - For student course projects, please list faculty or staff mentor/advisor.
  - Indicate the email address and phone number of main contact person.

- **Project type**
  - Please indicate, in your best judgment, if your project entails academic research or non-academic research. If you are not familiar with the differences between these types of projects, please consult the definitions on our website.

- **Project description**
  - Title and main subject of project
  - Purpose of the project: What do you want to learn from the results?
  - How do you plan to use or share the results? (e.g., internal program evaluation, journal article, possible external presentations)

- **Sample description**
  - Who do you plan to study? What kind of sample will you use?
  - What kind of contact information do you need (e.g., emails, phone numbers)?
  - If you are requesting access to contact information, please indicate here.

- **Research administration**
  - How will the survey be conducted?
    - for example, web list technology (e.g., google forms, qualtrics); email; in person
  - What is your proposed time frame for launching and ending the survey?
  - How long will it take respondents to complete the survey (in minutes)?
  - Describe any incentives for participation you will provide to your research subjects.

- **Protection of respondents**
  - Will the researchers know the identities of the participants? If so, please explain.
  - Will the survey collect information from individuals in a way that the researchers would be able to identify particular research subjects? If so, please explain.
  - Will the survey collect sufficiently detailed demographic information that would enable someone to identify particular research participants? If so, please explain.
  - Who will have access to any identifying information about subjects?
  - How and where will the data be stored after it is collected?

- **Reporting of results**
  - Briefly describe your reporting plan (e.g., presentation for committee, paper for conference)
    - Will the results of this project be shared off-campus? Will Macalester be identified as the campus studied?

- **Additional materials required for application**
  - A copy of the survey
  - Email communications to the subjects, including informed consent