

AUIS Survey Approval Form

Please note - fields will expand as you type.

Survey Name (Maximum of 32 characters & spaces)	INSERT NAME OF SURVEY
Applicant details	Name: Position: Institution: Contact:
Description of proposed survey Please include details of the broader research project, if applicable	Click here to enter text.
Purpose of the survey	Click here to enter text.
What is the significance of this survey?	Click here to enter text.
Please identify the AUIS partner (faculty, research fellow or centre) Note: The partner must agree to sponsor your survey before submitting	Click here to enter text.
Please give details of any funding or sponsorship of this survey?	Click here to enter text.
Who will conduct the survey?	Click here to enter text.
Who are the intended respondents? Please give categories and sample size (e.g. 50 female students and 50 male students) To reduce oversampling and survey fatigue, please solicit the smallest sample size possible to yield the actionable data required.	Click here to enter text.
Survey methodology	
How will invitation and reminder emails be sent? And by who?	Click here to enter text.
Which survey tool will you be using?	Click here to enter text.
Date or time period for survey Note: Surveys are not to be conducted during Semester breaks and Examination periods. Please refer to the AUIS online academic calendar on the AUIS website.	Click here to enter text.
Will it be a recurring or one-off	Click here to enter text.

<p>survey? Please give details regarding specific recurrences.</p> <p>In situations where a number of surveys need to be undertaken in relation to a major project, please apply for blanket approval. Once such approval is given, this will allow a specified number of surveys to be conducted within a fixed time period.</p>	
<p>Please indicate the level of anonymity / confidentiality for the proposed survey</p>	<p><input type="checkbox"/> Completely anonymous: survey respondents cannot be identified in any way. Tracked email notifications are not used in the survey tool.</p> <p><input type="checkbox"/> Partly anonymous but Confidential: Tracked email notifications are used in the survey tool so the survey author knows who has responded to the survey, but the survey tool does not match the respondent's identity to survey answers in any way.</p> <p><input type="checkbox"/> Not anonymous but Confidential: Identities of survey respondents are tracked by the survey tool and the survey author can match identities to survey answers. Survey authors agree to remove identifying information to keep identities confidential.</p> <p><input type="checkbox"/> Not anonymous and Not Confidential: The identity of respondents is known and may be included in reported results.</p>
<p>Where or how will the survey data be stored?</p>	<p>Click here to enter text.</p>
<p>Name of person responsible for storage of survey data</p>	<p>Click here to enter text.</p>
<p>What are the intended outcomes of the survey?</p>	<p>Click here to enter text.</p>
<p>How will the outcomes of the survey be disseminated?</p> <p>Please include how you will inform respondents, AUIS, and the public</p>	<p>Click here to enter text.</p>
<p>If a respondent has a complaint, who should they contact?</p>	<p>Click here to enter text.</p>
<p>Please attach the survey tool</p>	<p><input type="checkbox"/> Attached</p>
<p>Does this survey have IRB approval from another institution?</p> <p>If yes, please provide details and attached supporting documentation.</p>	<p>Details:</p> <p><input type="checkbox"/> Attached</p>

*Please email completed survey approval form to:
rachel.gresk@auis.edu.krd*