

REQUEST FOR SURVEY ASSISTANCE

Eastern University

Please completely answer the following questions about your survey and submit the answers (numbered to match the questions below), with this form signed by the principal researcher, to the Office of Institutional Research. Thank you.

SURVEY INTENT

1. What is the Research Question to be answered?
2. What is the benefit to University/Seminary from this Survey (how does this survey link to EU Strategic Plan)?
3. Does the survey use any questions that are taken from another source? If so, what is the complete annotation for that source?
4. What is the proposed analysis to be done on the results?
5. Is this survey or its results to be used to fulfill a class requirement?

SURVEY CONTEXT

6. Who is the person (primary researcher) requesting the survey (name, telephone, email)?
7. Who will be providing our office with the Survey Questions? (name, telephone, email)
8. Which Office or Department will use the results?
9. What is the requested Launch Date of Survey? (Please allow a minimum of two weeks from the date we receive this form, the questions and the respondent list, if needed, before the launch date)
10. What is the requested Closing Date of Survey? (We recommend a minimum of two weeks and a maximum of four weeks for a survey to be open)
11. Who is the person to whom results should be sent? (name, telephone, email)

The following question is only answered if **your office** will be sending out the invitation to respondents. Our office will supply them with the URL link to the survey. All reminders are the responsibility of your office.

12. Who will be launching the survey for your office? (name, telephone, email)

The following questions are only answered if **the Office of Institutional Research** will be sending out the invitation to respondents.

13. Who is the person who will supply the email list of respondents? (name, telephone, email)

REQUEST FOR SURVEY ASSISTANCE

Eastern University

14. What is (are) the requested reminder date(s), if any, sent to each participant?

Question follow-up:

- a) Email list of potential respondents should be sent in Excel, with the first name, last name, email address in separate columns per person, if you answered Question 13.
- b) Survey questions should be provided in Word format, telling which questions are mandatory (must be answered by each respondent to complete the survey) and which are optional (may be left blank). You will be contacted with any questions or revisions needed.

If help is needed for additional analysis of the results (in addition to simple frequency distributions of the results), please contact Tom Dahlstrom for assistance. (610-341-5898, tdahlstr@eastern.edu)

The person (primary researcher) signing below understands the survey requested is for the primary benefit of Eastern University (including Seminary) and is NOT in fulfillment of a class assignment (here or elsewhere).

Signature of Primary Researcher: _____ Date: _____