

### Introduction

The **Surveying of Griffith Students and Staff Policy** states that formal approval must be obtained prior to conducting any survey of Griffith staff and/or students for research purposes. This applies to applicants from the Griffith community, as well as applications from researchers and other bodies external to Griffith.

A **survey** is defined as **ANY** means of collecting information for analysis obtained through written, oral or online questioning. This includes, but is not limited to, surveys, clinical trials, polls, face-to-face interviews, telephone interviews, and focus groups.

### Procedures

To apply to conduct a survey of Griffith staff and/or students please follow these steps:

1. Contact the Office of Research to determine if ethics approval is required
2. Complete all required sections of this form, then email to [surveys@griffith.edu.au](mailto:surveys@griffith.edu.au). From here, your application will be reviewed and processed. The approval process varies depending on the requirements outlined in your application. Approval will be obtained according to the guidelines outlined in the policy.
3. Once approval has been received, you may distribute your survey. If you choose to, your project will be included in the monthly 'Volunteer for research projects' email broadcast to students and/or staff.

**NOTE:** The final " Volunteer for research projects" email broadcast for each year is the end of November. Broadcasts resume in January of the next year.

### Sufficient notice

During peak periods, applications can take up to two weeks. Please allow sufficient time for approval prior to commencing survey promotion. Assistance with sourcing survey populations is outside the scope of the application process, however, advice can be provided on how to obtain this information.

### Contact information

For any questions regarding this form or Griffith University surveys, please contact:

Surveys and Engagement team | Experience and Communication  
07 373 54688

[surveys@griffith.edu.au](mailto:surveys@griffith.edu.au)  
[griffith.edu.au/surveys](http://griffith.edu.au/surveys)

### Project/research title

### Section A: Applicant details

<b>Name</b> Individual responsible for research	<b>Position</b>	<b>Contact number</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Email</b>	<b>Element/School/Department</b>	<b>Sponsor/Supervisor's name</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Section B: Project/research details

**Survey/research target**  Application to conduct a survey of **students**.  Application to conduct a survey of **HDR candidates**.  
 Application to conduct a survey of **staff**.  Application to conduct a survey of **alumni**.

**Survey/research type**  Survey  Focus group  
 Face-to-face Other

What is the objective of the survey?

Will the data be collected for research or business processes (or both)?

How many participants will you need to contact to invite to participate?

Who is the target population? (i.e. who is to be included / excluded?)

Do you plan to contact participants via the monthly "Volunteer for important research projects" broadcast email?

Yes  Ensure you complete Section C    No  (please specify how you plan to invite volunteers to participate in your study)

When is your proposed start and end date for the survey fieldwork?

Start date

End date

/ /

/ /

How many Likert-scale questions do you plan to ask?

How many open questions do you plan to ask?

How many minutes do you expect the survey will take to complete?

Will you be offering incentives? Please specify

Will incentives be offered to people 16 years of age or under?    Yes     No

How frequently will the survey be conducted (i.e. once off / annually / bi-annually etc.)?

Have appropriate security measures been enacted to protect survey data / participant anonymity? Please explain

If your study is subject to ethical clearance, please provide your ethics clearance number

ETHICS CLEARANCE NUMBER									

### Section C: monthly "Volunteer for important research projects" email broadcast

Please complete the following information if you answered YES to have your research/study advertised in our monthly "Volunteer for important research projects" broadcast email in section B. Please keep in mind this is the information potential volunteers will see about your research so ensure it is clear and concise.

**Project title** (Please do not use abbreviations)

**Key aims of the study** (250 characters maximum)

**What will I be asked to do? How much time will it take?** (Examples: Complete an online survey of 20 questions, attend a face-to-face interview)

**What's in it for me?** (Examples: Pizza for the first 20 participants, OR knowing that you have contributed useful information about this problem)

**How can I volunteer or find out more?** (Example: Please contact Xavier Jones at xyz.jones@griffith.edu.au or phone (0) xxxx xxxx; To complete the online survey, click on this link. NOTE: http:// to be included with any web links)

**Research Element** (Example: Research Centre name; School name)

**Researcher type** (Example: Third year student in NAME OF DISCIPLINE; PhD candidate; Research fellow)

**Ethics clearance** (Example: PSY/16/12/HREC)

**Privacy**

Your privacy is important to us. Information you supply will be handled strictly in accordance with our Privacy Plan.

I have read and accept the conditions outlined in the privacy plan.

**Please save a copy of your completed form and email it to  
surveys@griffith.edu.au**