 **Surveys and Engagement**

Experience and Communications

07 373 54688

surveys@griffith.edu.au

griffith.edu.au/surveys

**Application to Conduct a Survey**

**Introduction**

The University [Surveying of Griffith Students and Staff Policy](http://policies.griffith.edu.au/pdf/Surveying%20of%20Griffith%20Students%20and%20Staff%20Policy.pdf) regulates that approval must be gained for certain surveys as outlined in the Survey Policy. A survey is defined as a 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**

The key steps to be taken by those wishing to conduct surveys of Griffith populations are:

1. Obtain ethics approval, if required. This occurs prior to gaining administrative approval.
2. Review the [Surveying of Griffith Students and Staff Policy](http://policies.griffith.edu.au/pdf/Surveying%20of%20Griffith%20Students%20and%20Staff%20Policy.pdf) to determine if your project is exempt from formal approval. If not;
3. Obtain administrative approval from the Senior Deputy Vice Chancellor or delegate for surveys of student populations, or from the Vice President (Corporate Services) for surveys of staff populations by completing the details in the form section of this document;
4. Distribute your survey. Many projects will be included in the monthly “Volunteer for Research Projects” broadcast email to students and/or staff. Procedural information about featuring in this medium will be provided once administrative approval has been granted.

**Sufficient Notice**

Applicants have a responsibility to ensure that sufficient notice is given to allow for quality work under fluctuating workloads within the Office of Planning Services and other departments. This is generally deemed to be 2 weeks.

Assistance with sourcing survey populations is outside of the scope of Survey Services. Applicants need to ensure they have left themselves enough time to source the survey population once administrative approval is received.

**Contact Information**

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

Surveys and Engagement team

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**Applicant Details**

Name Date

*(This is the individual who will be responsible for the survey)*

School/Department

Telephone Email

Your supporting Manager or Academic Sponsor:

**Survey Details**

Please tick **one or both** of the following:

**Application to conduct a survey of STUDENTS**

Approval to come from the Deputy Vice Chancellor (Academic)

AND/OR

**Application to conduct a survey of STAFF**

Approval to come from the Vice President (Corporate Services)

How many participants do you require to take part in the survey (i.e. your required sample size)?

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?)

How do you plan to contact students/staff to invite them to participate (i.e. via broadcast email / by
direct approach etc.)?

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

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

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

What is the objective of the survey?

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 (i.e. gift cards, iPads, iPods etc.)?

Will incentives be offered to people 16 years of age or under? Y/N

Have appropriate security measures been enacted to protect survey data / participant anonymity? Y/N

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

**Compliance Requirements**

All surveys are to be conducted in accordance with both the Griffith University Privacy Plan and the Griffith Code of Conduct. Further details can be found here:

<http://www.griffith.edu.au/privacy-plan>

<http://www.griffith.edu.au/griffith-portal-support/code-practice>