

Request for Approval of the Survey Review Committee

*This Request for Approval is to be completed for all administrative surveys at the University of Manitoba, including mail, email, telephone and/or person-to-person contact, which involve direct requests to individuals for information. Surveys may involve prospective, enrolled, or former students; alumni; and academic staff or support staff.*

*When complete, please submit to* *Shannon.Mansfield@umanitoba.ca**.*

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| 1. Name, title, and email address of University of Manitoba sponsor.
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| 1. Name of sponsoring unit or units.
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| 1. Descriptive title of survey. If the survey is part of a larger survey conducted across universities, identify the source of the survey.
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| 1. Identify the survey’s target population *(e.g. all students, undergraduates only, graduate only, specific faculty or school, new students, international students, etc.).*
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| 1. Will the survey utilize a census or sample methodology? If sample, describe the survey’s approach.
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| 1. What is the proposed frequency of conducting the survey? Note that surveys proposed for more than one calendar year cycle must be approved each year.

 *One time Once per year Other (describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_*x  |
| 1. Proposed launch date and end date of the survey *(e.g. Oct 1 to Oct 15, YYYY).*
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| 1. Is an Ethics Review Board (ERB) approval needed?

 *Yes* zx *No, has already been determined as not needing ERB approval*  *Don’t know***Note**: It is the sponsor’s responsibility to determine if an ERB review is needed, and that process is completely independent of this review. For purposes of scheduling, it is advisable for sponsors to determine this at an early stage, but it is not a prerequisite for consideration by this committee. |
| 1. If yes, is the ERB submission in progress?

 *Yes*  *No*  |
| 1. What is the survey medium? *(Email, telephone, mail, etc.)*
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| 1. What is the source of the information to be used to contact students?

 *Unit’s records*  *I have spoken with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ who has*  *(Name) (Date)* *agreed to provide contact information.*  *agreed to distribute the survey.* *Registrar’s Office*  *I have spoken with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ who has*  *(Name) (Date)* *agreed to provide contact information.* *agreed to distribute the survey.* *Other (please describe)*  |
| 1. I have reviewed the survey schedule on OIA’s Web site.

 *Date: \_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_* *Day Month Year* |
| 1. Purpose of the survey, i.e., what is (are) the research question(s) to be addressed?
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| 1. Does this survey contribute to University of Manitoba priorities? If so, how?
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| 1. What specific data will be collected that will support the research purposes and/or priorities of the University of Manitoba?
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| 1. How will the results be used and by whom?
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| 1. Will the results be made public or published?
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| 1. Survey will be carried out by

 *The sponsor/sponsor’s unit*  *Professional survey research firm, please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* *Other (please describe)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| 1. How will privacy be protected?

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| 1. If using a professional survey research firm, is a contract in place?
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| 1. Is the firm located outside Manitoba? Canada?
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| 1. Will any data be transmitted and/or stored outside of Manitoba? Outside Canada?
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| 1. Attach survey instrument.
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