

ADMINISTRATIVE SURVEY FORM

If you are conducting a survey of a population at the University of Windsor, in accordance with the Administrative Survey Policy, please send this completed form, a copy of the survey instrument along with the Ethics application or exemption approval to the Office of Institutional Analysis (IA). IA will advise you if:

- a) the required information is available from other surveys or sources;
- b) the timing of the administration of the survey should be adjusted to achieve optimal results

1. Is this a onetime survey or will it be administered on a cyclical basis (annual, bi-annual)? What is the planned timeline (Fall, Winter, Summer)?

2. Identify the target population and the intended sample size?

3. How will the participants be contacted? What is the planned mode of survey delivery (web,email, mail)?

4. How will the data be used and how will the results be shared?

5. Have you received either an ethics clearance or an ethics exemption? In the case of an ethics exemption, and if personal information about identifiable individuals is being collected, have you discussed the survey with the University's FIPPA Officer and resolved any privacy issues?

6. Other comments(if any).

Name of person or office conducting the survey: _____

Date: _____

If you have any questions, please contact **Institutional Analysis** at oia@uwindsor.ca