

Initial Information

Office of Institutional Research (OIR) - Survey Proposal Form

Please complete the following form to tell us about the survey you are proposing. Guidelines for the types of survey projects OIR works on and who needs to fill out this form can be found on our website. Please reference the PDF version of the form to see in advance what information you need to provide.

After submitting the form, an OIR staff member will follow up to discuss your proposal. Capacity to support your project will be determined following this discussion.

We encourage you to submit a proposal early in your project's planning and development. Please complete this form to the best of your ability. If you do not have sufficient information to complete all fields at this point, you may skip questions.

If you encounter any issues, or have questions, please contact us at instresearch@tufts.edu.

Please provide your contact information:

First name:

Last name:

Position at Tufts:

Department, program, unit, or office:

Tufts email address:

Please indicate the name of your proposed survey project and who will be managing it.

Project name:

Full name(s) of those managing survey project:

Please briefly describe the research question or goal of your proposed survey, including how the information will be used:

If you have any documents associated with your project that you would like to share, including proposed survey questions, please upload a copy here as a Word document or PDF.

At OIR, we provide a number of survey-related services. Each service provides a different level of assistance, from fully administering the survey to only providing a contact list. Please select the service that best fits your survey proposal needs.

- Survey project - OIR completes the full survey project. Please review the guidelines on the OIR website to determine if your survey falls within the scope of our core survey work.
- Consultation - OIR reviews and offers suggestions on your survey project
- Third-party collaboration - OIR collaborates with external survey consultants or vendors
- Contact list - OIR provides contact list and you create and administer survey on your own

Full survey project

Consultation

Third-party collaboration

- Contact list
- Not sure

Are you considering working with a particular third-party organization or vendor for this survey? *If so, please specify:*

Population Information

Survey Population

Please tell us more about the population you intend to survey.

What Tufts population(s) do you intend to survey? *Select all that apply.*

- Undergraduate students
- Graduate students
- Professional students
- Faculty
- Staff
- Alumni
- Other population, please describe:

What Tufts school(s) or division(s) do you intend to survey? *Select all that apply.*

- Central Administration (includes President's Office, Provost's Office, University Relations, Finance, University Advancement, Operations, and Dining)
- Cummings School of Veterinary Medicine
- The Fletcher School
- Friedman School of Nutrition Science and Policy
- Graduate School of Biomedical Sciences

- The Jean Mayer USDA Human Nutrition Research Center on Aging (HNRCA)
- Jonathan M. Tisch College of Civic Life
- School of Arts and Sciences
- Graduate School of Arts and Sciences
- School of the Museum of Fine Arts at Tufts (SMFA)
- School of Engineering
- School of Dental Medicine
- School of Medicine
- University College
- All schools and divisions (University-wide)
- Other school or division, please specify:

Do you intend to distribute the survey to an entire population or a sample of the population?

- Entire population (i.e., a census - every person in the specific population of interest)
- Sample of the population (i.e., a subset of people in a population selected to *represent* the entire population of interest)
- Not sure

Please use the space below if there is additional information you would like to provide about your proposed survey population.

Dates Information

Survey Timeframe

Please tell us more about the administration window and timeframe for your proposed survey project.

What is the proposed launch date for the survey? Estimates are fine. *Please enter in the format: mm/dd/yyyy*

What is the proposed close date for the survey? Estimates are fine. *Please enter in the format: mm/dd/yyyy*

Do you have any reporting deadline for the proposed survey? (e.g., the data is needed for an accreditation form due on a certain date). Estimates are fine. *Please enter in the format: mm/dd/yyyy*

Has this survey project been administered in the past?

Yes. Please specify when this survey was last administered:

No

Not sure

Do you anticipate this survey project being repeated in the future?

Yes, this survey will be repeated in future. Please specify the frequency:

No, this is a one-time survey

Not sure

Please use the space below if there is additional information you would like to provide about your proposed survey timeline.

Final Questions

If you have any additional information you would like to provide about your survey proposal, please do so here:

Please submit the form by clicking "Submit". After submitting the form, an OIR staff member will follow up to discuss your proposal.

If you have any questions, please contact us at instresearch@tufts.edu.

This survey was created by the Tufts University Office of Institutional Research
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