New survey request form (version 1.3)

Before you complete this form please consult the information on the [surveys website](https://academic.web.ox.ac.uk/planning-a-student-survey) about the survey approval process and the survey spreadsheet that contains information on surveys currently conducted within the University and survey data available.

Please be aware that surveys concerned with wellbeing and/or equality and diversity require separate approval from CUREC (<https://researchsupport.admin.ox.ac.uk/governance/ethics>).

You may also like to think how the survey aligns with the University strategy <https://www.ox.ac.uk/about/building-our-future/vision/strategy>

## About you:

|  |  |
| --- | --- |
| Name  Email  Department/College  Job title |  |

## About the survey:

|  |  |
| --- | --- |
| Survey title and briefly what is the survey about  Do you have a survey sponsor? (e.g. head of department) |  |

|  |  |
| --- | --- |
| Why do you need this survey?  Did you consider data already available?  Did you consider other data collection methods? |  |

|  |  |
| --- | --- |
| Who do you want to survey?  When do you need to survey your population?  Is the timing flexible? If not, why? |  |
| Is the survey one-off or recurrent?  What are your plans for promoting the survey with students and staff? |  |

|  |  |
| --- | --- |
| Who will have access to raw data?  Plans for disseminating results: |  |

|  |  |
| --- | --- |
| How do you intend to communicate results to survey participants? (e.g. about changes resulting from survey responses) |  |

|  |  |
| --- | --- |
| Will you require any support from SSOG (e.g. email list, technical help with survey tool)? |  |

**Please attach to this form:**

* Draft Privacy Agreement
* Draft survey questions

Please send the completed form and additional documents to [**surveys@admin.ox.ac.uk**](mailto:surveys@admin.ox.ac.uk); you can also contact this address if you require any support with this form or your survey.