Institutional Research Survey Request Form Please print out and complete this form and fax back to Institutional Research at (510) 869-6267.

Requester:		Name of Survey:	
Purpose of Survey:			
Target Population:			
Have the survey questions been developed? If yes, please attach questions.			
Please select survey delivery method(s):		Please describe the survey participants' data to be supplied to IR (e.g. appropriate contact info, other identifying data for tracking purposes, etc.):	
□ Online			
□ Paper			
□ Phone			
□ Other (please specify):			
If an online survey link is to be emailed to survey participants, please provide the name of the individual whom the survey should come from:		 Would you like to offer an incentive to survey participants? Yes If yes, please describe incentive: No 	
Please indicate your survey reporting needs:		Please provide a list of individuals who should receive a copy of the survey report:	
□ Basic analysis (mean scores and frequencies)			
□ Advanced analysis (significant difference testing,		1.	
open-ended response content analysis)		2.	
Would you like a copy of the raw data results for		3.	
further analysis?		4.	
□ Yes		5.	
□ No		6.	
Preferred survey start date:Duration of survey:		·	Preferred date of results dissemination: