INSTITUTIONAL SURVEY PROPOSAL FORM

Please complete this application form if you are interested in surveying the McGill community on subjects with institutional relevance. The survey must be sponsored by senior administrators of the university from which results are used to support decision-making, policy creation, and other strategic initiatives at the University.

If your survey meets the above criteria, please complete this application form, and submit it to the Executive Director of Analysis, Planning and Budget, Dr. Richard Martin, at richard.martin@mcgill.ca.

Name and contact information of project lead(s)
Department/Unit name
Please provide a brief description of the project.
Please explain the relevance of this project and how it will benefit McGill.
Identify the sampling approach. *Your sampling approach should include the parameters of your sample (target population details and demographics) as well as your estimated sample size. Target population can include applicants, undergraduate students, graduate students, alumni, staff, and faculty – please be specific in your response and include as much detail as possible.* *Keep in mind that the approval of data trustee is necessary in order to access the database.* *(https://mcgill.sharepoint.com/:w:/s/GovernanceandRisk_Group/EfnLTCkPkT5Ai0CsDI_MJ0IBgFisXTPSVIbA-HEJTXEIdA?e=vdjbt4)*
Identify the timeline for this project including survey launch and dissemination of results.

Will this survey be conducted through an external vendor? If so, name the vendor and tell us where the data will be stored.

If this survey has been conducted in the past, please tell us when it was conducted (year and semester) and how the results were used.

Do you plan on running this survey again in the future? If so, at what interval (e.g., every 3 years) and why?

Identify who will have access to the results and how it will be shared.

Please send a draft questionnaire if available. If not, please tell us some of the questions you intend to use.

Other comments.

Date