

IRDS SURVEY OVERVIEW

The Office of Institutional Research and Decision Support (IRDS) directs institutional efforts for collecting, managing, and analyzing survey research related to key university stakeholders including students, faculty, and staff. Data collected via survey research is used to inform planning, policy, and reporting obligations. These efforts are conducted at an enterprise level, viewing the university population holistically on behalf of the Office of the Provost and/or other executive sponsors.

IRDS has adopted the following guidelines in an effort to:

- Ensure survey projects are consistent with Emory's mission and priorities.
- Maximize response rates by monitoring design, format, and medium of communications.
- Appropriately manage the number of survey projects our students, faculty, and staff are asked to participate in each academic year.

Applicability

These guidelines apply to academic and administrative units who would like to invite members of the Emory University community to participate in a survey research project.

The guidelines do **not** apply to the following survey types:

- Class projects.
- Point-of service surveys targeting specific users.
- Event evaluations targeting specific participants.

IRDS Scope of Work

- IRDS serves as a resource to all units for assisting with survey strategies and instrument design.
- IRDS directly conducts and manages survey research on behalf of the institution. In circumstances where IRDS is not conducting the research, we are still happy to help with survey design and project planning.
- IRDS does not conduct surveys independently but serves as a neutral party conducting survey research on behalf of institutional stakeholders. All surveys will include information listing the survey sponsor.
- IRDS will assist third-party consultants and administrators as needed.

Approval Standards

When contacting IRDS for a survey project please use our [Request Form](#) and include the following information:

- Statement about the main objectives of your project
- Description of how the survey fits in with the university mission and priorities
- Draft of the survey instrument, if available
- Description of your target population
- Ideal dates you plan to launch and close the survey
- Copy of your IRB designation, if applicable
- Other information you would like us to review/consider

IRDS SURVEY OVERVIEW (CONT.)

The following items will be considered when determining approval for survey launch:

- [University Survey Calendar](#)
- Existing data (another survey, data collected by another office and/or data found in the student information system, HR system, and others administrative records)
- Relevance to the university mission and priorities

Data Collection

Survey requests should be submitted to IRDS with as much notice as possible. Earlier notification will allow for a more thorough review with campus leadership. Additionally, having more time to prepare helps us to pay closer attention to survey instruments, collection methodologies, and response rate enhancement techniques that all lead to better outcomes.

Exceptions to the Data Collection Deadlines

Instances may arise where immediate feedback from institutional stakeholders is necessary to facilitate decision making. In these cases of urgency, typical timelines may be waived for data collection and analysis to be expedited.

For additional information regarding survey projects at Emory, please visit our [website](#) or contact Liz Alexander at ealex6@emory.edu. Feel free to contact us with any questions.