

IRDS SURVEY TEMPLATE

OUTLINE

Requestor & Purpose – survey sponsor and purpose of survey project

Timeline & Length – survey link close date and participation length of time

Confidentiality, Anonymity & Data Use – indicate if the survey is confidential or anonymous, as well as how the data will be used/shared & participation requirements (most surveys have voluntary participation)

Incentives – incentive details, notification date, and standard language to ensure compliance

Closing Statement – contact information and appreciation for participation

EXAMPLE

Transportation & Parking Services and the **Office of Sustainability Initiatives** request your participation in a transportation survey. Your responses help evaluate and improve transportation offerings throughout Emory and the Atlanta region, and give Emory important data to calculate its greenhouse gas emissions inventory.

Please submit your responses by **Friday, April 19th**. Completing the survey takes approximately **5 minutes**. If you are unable to complete the survey in a single sitting, you will be able to save your responses and finish at a later time.

All responses are **confidential** and participation is **voluntary**.

The survey is **confidential** and results will be handled through the IRDS project team. Raw data or record-level data will not be provided to any students, faculty, or administrators outside the IRDS office. IRDS will only provide aggregated results to the sponsor. To increase the usefulness of surveys we may combine responses with other information we have about participants.

Please note that responses to open-ended questions may be provided to key stakeholders as-is with no redaction for the purpose of program or service improvement; hence, be mindful of including identifiable information in your comments.

You may choose to participate in the drawing(s) for 1 of 5 iPads (worth \$335) by entering your email on a separate form at the end of the survey. Your chances depend on how many students participate; 4125 students were invited to participate. Recipients will be notified by May 15, 2021.

You do not have to complete the survey to enter the drawing. If you would like to be considered for the drawing but do not wish to complete the survey, please send a self-addressed letter to Institutional Research & Decision Support, 201 Dowman Dr, Suite 313, Atlanta, GA 30322 and include your contact information including your name, email address, and phone number.

If you have any questions, please contact IRDS at oir@emory.edu.

Thank you for participating in this important project!

Transportation & Parking Services and the Office of Sustainability Initiatives