

IRDS SURVEY TEMPLATE

OUTLINE

REQUESTOR & PURPOSE OF PROJECT – indicate survey sponsor and purpose of survey project

TIMELINE & LENGTH – indicate survey link close date and participation length of time

CONFIDENTIALITY, ANONYMITY, & RECORD LEVEL DATA // VOLUNTARY PARTICIPATION * – indicate if the survey is confidential or anonymous, as well as how the data will be used/shared & participation requirements

INCENTIVES ** – indicate type of incentive and notification date

CLOSING STATEMENT – contact information and appreciation for participation

DESCRIPTIONS

*** CONFIDENTIALITY, ANONYMITY, & RECORD LEVEL DATA // VOLUNTARY PARTICIPATION** – indicate if the survey is confidential or anonymous, as well as how the data will be used/shared & participation requirements

Confidential Surveys: All responses are **confidential** and participation is **voluntary**.

Anonymous Surveys: All responses are **anonymous** and participation is **voluntary**.

Non-Anonymous/Non-Confidential Surveys: All responses **will be shared with [survey sponsor name]** and participation is **voluntary**.

**** INCENTIVES** – indicate type of incentive and notification date

Drawing: You do not have to complete the survey in order to enter the drawing. Odds of being selected vary depending upon the number of completed surveys. The IRDS team will use the random number generator function in the SPSS statistical package to identify the winner.

All Participants: Students who complete the survey and provide their identification information on a separate form at the end will receive a **\$XX gift card for participating**.

IRDS SURVEY TEMPLATE (CONT.)

TEMPLATE

[SPONSOR] requests your participation in a **[SUBJECT]** survey. Your responses help evaluate and improve **[SUBJECT]** throughout Emory, and give Emory valuable data to better understand your experience.

Please submit your responses by **[DATE]**. Completing the survey takes approximately **[XX]** minutes.

If you are unable to complete the survey in a single sitting, you **[WILL / NOT]** be able to save your responses and finish at a later time.

All responses are **[CONFIDENTIAL / ANYNOMOUS]** and participation is **voluntary**.

The survey is **[CONFIDENTIAL / ANYNOMOUS]** and results will be handled through the IRDS project team. Raw data or record-level data will be provided to **[LIST UNITS IF APPLICABLE]**. IRDS will only provide aggregated results to **[LIST UNITS IF APPLICABLE]**. 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) below by entering your email on a separate form at the end of the survey. Prize recipients will be notified on **[DATE]**. You do not have to complete the survey in order to enter the drawing. Odds of being selected vary depending upon the number of completed surveys. The IRDS team will use a random number generator to identify the winner.

If you have any questions, please contact **[IRDS]** at OIR@emory.edu.

Thank you for participating in this important project!

[Sponsor Signature]

IRDS SURVEY TEMPLATE (CONT.)

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) below by entering your email on a separate form at the end of the survey. Prize recipients will be notified on **November 7, 2018**. You do not have to complete the survey in order to enter the drawing. Odds of being selected vary depending upon the number of completed surveys. The IRDS team will use a random number generator to identify the winner.

If you have any questions, please contact Oana Tudorancea at oana.tudorancea@emory.edu.

Thank you for participating in this important project!

Transportation & Parking Services and the Office of Sustainability Initiatives