

Office of Planning, Research, & Assessment  
 Survey Policy  
 January 2013

The Office of Planning, Research, & Assessment (OPRA) is able to provide expertise and consultation for faculty wanting to conduct survey research (internal and external). In order to facilitate this process more efficiently, OPRA has established the following guidelines to streamline the process for the online survey creation and result(s) distribution. Faculty requesting OPRA’s assistance for survey creation **must obtain IRB approval before the distributing the survey.**

**CONSULTATION PROCESS (2-week period)**

Week 1	Initial draft of survey provided to OPRA submitted via Outlook Data Request or email to opra@usi.edu. Survey should include all text components required for the survey and selections for multiple choice or scaled questions. Client will also provide participant contact information as an Excel file (email distribution list).
Week 1	OPRA staff programs initial survey.
Week 1	OPRA staff sends survey to client for review and approval.
Week 2	Client reviews survey and provides OPRA staff with required edits.
Week 2	OPRA staff makes any revisions requested and submits to client for Final Approval.
Week 2	Client gives Final Approval via email.
Week 2	Client submits final survey to IRB for approval. Average review period is 7-10 business days.

**Once client receives IRB approval and notifies OPRA, the survey process will begin.**

**SURVEY PROCESS (up to 3-week period)**

Week 1	Initial survey email sent by 9:00 am to the distribution list provided by client.
Week 1/2	Depending on survey period length, one reminder (for those surveys lasting a two weeks or less) or two reminders (three-week surveys) will be sent by OPRA staff. ➤ Initial reminder will be sent 6 business days after survey start date. ➤ If required, second reminder will be sent 12 business days after survey start date.
Week 2/3	Basic frequencies and any open comments (uncategorized) will be available within 5 business days after the end of the field period. Further in-depth analysis is negotiable between the client and OPRA staff. Raw data files (SPSS, CSV, or Excel) provided as requested by client.