

ADMINISTRATIVE SURVEY FORM

If you are interested in conducting a survey of a population at the University of Windsor, in accordance with the Administrative Survey Policy, please send this completed form along with the Ethics application to Institutional Analysis (IA). IA will determine if the survey fits into the overall University plan. In addition, IA will advise you if:

- a) the required information is available from other surveys or sources;
- b) the office can assist in the gathering of the information, or
- c) the timing of the administration of the survey should be adjusted to achieve optimal results

1. Is this a onetime survey or will it be administered on a cyclical basis (annual, bi-annual)?

2. Identify any additional resources outside the department that will be asked to provide assistance (IT Services, etc.)

3. How will the data be used and how will the final results be shared?

4. Have you discussed the survey with the Privacy Coordinator and resolved any privacy issues?

5. Other comments (if any)

Name of person or office conducting the survey: _____

Date: _____

If you have any questions, please contact **Institutional Analysis** at oia@uwindsor.ca