

Request for Approval of the Survey Review Committee

The Request for Approval form is to be completed for all surveys, focus groups, and interviews involving current and former students, faculty, staff, and alumni of the University of Manitoba.

Please submit all materials intended for respondents (for example, the invitation and reminders to participate, and the survey/focus group/interview questions) along with this completed form to [Shannon.Mansfield@umanitoba.ca](mailto:Shannon.Mansfield@umanitoba.ca)

|  |
| --- |
| 1. Name, title, and email address of the University of Manitoba sponsor. |
| 1. Name of the sponsoring unit(s). |
| 1. Descriptive title of the survey/focus group/interview. If it is part of a larger study conducted across universities, please identify the study. |
| 1. Who is the target population (for example, undergraduate students, International students, faculty, staff, alumni of a particular faculty)? |
| 1. Will the survey/focus group/interview utilize a census or sample methodology? If sample, describe the approach. |
| 1. What is the proposed frequency of conducting the survey/focus group/interview? (Note that those proposed for more than one calendar year cycle must be approved each year.)   *One time Once per year Other (describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_*  x |
| 1. What are the proposed start and end dates for data collection? (Note that within two weeks from the end of data collection, sponsors are required to advise the Office of Institutional Analysis of the response rate for the survey/focus group/interview.) |
| 1. Is approval from one of the Research Ethics Boards (REBs) needed?   *Yes, the approval certificate is attached*  zx  *Yes, a review is in-progress*  zx  *No, it has been determined as not needing REB approval*    **Note**: It is the sponsor’s responsibility to determine if an REB review is needed, and that process is independent of this review. For purposes of scheduling, it is advisable for sponsors to determine this at an early stage, but it is not a prerequisite for consideration by the Survey Review Committee. |
|  |
| 1. What is the avenue for survey distribution or focus group / interview recruitment? *(for example, e-mail, telephone, mail)* |
| 1. What is the source of information to contact respondents?   *Unit’s records*  *I have spoken with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ who has*  *(Name) (Date)*  *agreed to provide contact information.*  *agreed to distribute the survey or focus group / interview recruitment material.*    *Registrar’s Office*  *I have spoken with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ who has*  *(Name) (Date)*  *agreed to provide contact information.*  *agreed to distribute the survey or focus group / interview recruitment material.*  *Other (please describe)* |
| 1. I have reviewed the University of Manitoba Survey Schedule on OIA’s Web site.   *Date: \_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_*  *Day Month Year* |
| 1. What is the purpose of the survey/focus group/interview? What is (are) the research question(s) to be addressed? |
| 1. How does the survey/focus group/interview contribute to the University of Manitoba’s priorities? |
| 1. What specific data will be collected that will support the research purposes and/or priorities of the University of Manitoba? |
| 1. How will the results be used and by whom? |
| 1. Will the results be made public or published? |
| 1. Survey/focus group/interview will be carried out by   *The sponsor/sponsor’s unit*  *Professional survey research firm, please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Other (please describe)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| 1. How will privacy be protected? |
| 1. If using a professional survey research firm, is a contract in place? |
| 1. Is the firm located outside Manitoba? Canada? |
| 1. Will any data be transmitted and/or stored outside of Manitoba? Outside Canada? |
|  |

As per the Terms of Reference, within two weeks from the end of data collection, the response rate of the survey/focus group/interview should be sent to the Co-ordinator ([Shannon.Mansfield@umanitoba.ca](mailto:Shannon.Mansfield@umanitoba.ca)) for posting on the Office of Institutional Analysis’ Web site. In addition, within six months, a brief report highlighting the changes made as a result of the findings should be sent to the Co-ordinator. A compilation of these reports will be provided to Senate and posted on the Office of Institutional Analysis’ Web site.