

Request for Approval of the Survey Review Committee

The Survey Review Committee reviews surveys for which the University Community (current or former students, faculty, staff, or alumni) is actively recruited by, for example, e-mail or distribution of “pen and paper” surveys to specific populations.

Surveys for which the University Community is passively recruited, for example posting a survey on social media or handing out “pen and paper” surveys to random individuals on campus, are not reviewed by the Committee.

If actively recruiting members of the University Community to participate in a survey, please complete this form. In addition, please submit all materials intended for respondents (for example, the invitation and reminders to participate, and the survey questions) along with this completed form to [Shannon.Mansfield@umanitoba.ca](mailto:Shannon.Mansfield@umanitoba.ca)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Does the survey require approval of a University of Manitoba Research Ethics Board?**

***Yes, the approval certificate is attached \_\_\_\_\_\_\_***

***Yes, a review is in-progress \_\_\_\_\_\_***

***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.

**For surveys requiring approval by a University of Manitoba Research Ethics Board (REB), please complete Section A only.**

**For surveys not requiring approval by a University of Manitoba REB, please complete Sections A and B.**

**Section A**

|  |
| --- |
| 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. 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 utilize a census or sample methodology? If sample, describe the approach. |
| 1. What is the proposed frequency of conducting the survey? (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? |
| 1. What is the avenue for survey distribution? *(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.*    *Registrar’s Office*  *I have spoken with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ who has*  *(Name) (Date)*  *agreed to provide contact information.*  *agreed to distribute the survey.*  *Other (please describe)* |
| 1. I have reviewed the University of Manitoba Survey Schedule on OIA’s Web site.   *Date: \_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_*  *Day Month Year* |
| 1. Will the results be made public or published? |
| 1. Survey 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? |

**Section B**

|  |
| --- |
| 1. What is the purpose of the survey? What is (are) the research question(s) to be addressed? |
| 1. How will the results be used and by whom? |
| 1. How does the survey contribute to the University of Manitoba’s priorities? |
| 1. 20. What specific data will be collected that will support the research purposes and / or priorities of the University of Manitoba? |

**Surveys not requiring REB approval:** Within two weeks from the end of data collection, the response rate of the survey 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.