UNIVERSITY OF PRETORIA

Institutional Survey Coordinating Committee

**SURVEY APPLICATION CHECKLIST**

Document type: Checklist Document number:

Policy Category: Governance and Compliance

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## Purpose

Surveys that are within the scope of the University’s Survey Policy must be approved by the Institutional Survey Coordinating Committee.

The Institutional Survey Coordinating Committee meets once a month. Submissions for approval of proposed surveys must be submitted at least two weeks before the meeting takes place.

The meeting dates are available on the intranet under the Survey Policy. It is also important to note that the committee may request a revised research/survey proposal and it is therefore recommended that applicants apply at least two months prior to the intended date of issuing the survey to its intended recipients.

Please submit this application with the research proposal, ethical approval letter and copy of the survey instrument via email to carlien.nell@up.ac.za.

## Project information

**Name of the Project**

|  |
| --- |
|  |

### Contact Name

|  |
| --- |
|  |

**Type of Project**

|  |  |
| --- | --- |
| Institutional management research project – Executive request |  |
| Internal research request – Professional Services Department |  |
| Internal research request – Academic Related Research |  |
| External research request – Academic Related Research |  |
| External research request – Private/ Government |  |
| Other - (Specify) |  |

**UP Faculty/ Professional Services Department involved**

|  |
| --- |
|  |

**UP Ethics committee involved**

|  |
| --- |
|  |

## Data or Information Request

**What type of data is being collected or created?**

|  |  |
| --- | --- |
| UP Student data |  |
| UP Staff data |  |
| UP Alumni data |  |
| UP other stakeholders (donors, service providers etc.) |  |
| UP institutional information (policies, staff and student statistics, programme information etc.) |  |

**Does this project overlap with other registered survey projects in UP?**

|  |
| --- |
|  |

**Is the research data required already available or already collected in previous surveys?**

|  |
| --- |
|  |

**Is the particular target market already involved in other surveys registered?**

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** |  | **No** |  |

**Is there a chance of over-surveying this particular target group?**

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** |  | **No** |  |

## Data Collection / Research Methodology

**How will respondents be recruited?**

|  |  |
| --- | --- |
| Open Sources (Contact information on UP website, LinkedIn, etc.) |  |
| Email lists ( Dept. of Institutional Planning) |  |
| Open invitation on social media/Facebook, etc. |  |
| Direct recruitment on campus |  |
| Open invitation on the UP intranet |  |
| Other: (Specify) |  |

**What research Instrument will be used?**

|  |  |
| --- | --- |
| Online Survey Link |  |
| Paper questionnaires |  |
| Focus groups |  |
| Personal interviews |  |
| Other: (Specify) |  |

## Privacy Requirements

**Will the research data need to be de-identified/anonymized?**

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

**Is the respondent’s anonymity protected if it is an anonymous survey?**

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

**If it is a confidential survey (where each survey respondent receives an individualized survey link that enables survey administrators to associate the response with the respondent) are the respondents informed that other demographic and institutional data may be merged with survey responses for analysis?**

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

**Is it stated clearly that information will not be shared with anyone outside the project and results won’t be reported in a way that could identify individual respondents?**

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

**Is it stated clearly that the participation in the survey is voluntary and participants are free to opt out of any survey without being penalized in any way?**

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

## Application of the Research Results

**What will the research results be used for?**

|  |  |
| --- | --- |
| Accreditation Purposes |  |
| Program Review / Assessment Purposes |  |
| Institutional Management Reports |  |
| Academic Research Publications |  |
| Conference Papers |  |
| Regional/National Surveys |  |
| Completion of a research requirement for an Undergraduate Degree Programme (Specify) |  |
| Completion of a research requirement for a Postgraduate Degree Programme (Specify) |  |
| For a commercial venture |  |
| Other: |  |

**Is the use clearly stated in the research proposal?**

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

## UP Reputational Considerations

**Will the name of the University be revealed in any research publications that will be published?**

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

**Is there any chance that the study results will have an impact on the reputation of the University, its staff or students?**

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

**Will the name of the research participants be revealed in the final reports?**

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

**Is the Intellectual Property of UP at stake in the research project?**

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

## Access and Storage

**Where will the data be stored?**

|  |
| --- |
|  |

**How will the data be protected?**

|  |
| --- |
|  |

**Who will have access to the data?**

|  |
| --- |
|  |

**Is there NDA in place if third parties have access to the data?**

|  |
| --- |
|  |

**For how long will the data be stored?**

|  |
| --- |
|  |

**Who will be responsible for archiving or disposal of the data after the project ends?**

|  |
| --- |
|  |

**How and when will the data be disposed of?**

|  |
| --- |
|  |

## UP Strategic Goals

**Does the survey (if it is internal non-academic or external, academic or non-academic project) support the goals of the UP’s Strategic Plan and will the results support the institutional management decision-making processes?**

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

## Document metadata

|  |  |
| --- | --- |
| Document number: |  |
| Document version: |  |
| Document approval authority: | *e.g. Executive* |
| Document approval date: |  |
| Document owner: | *e.g. Registrar* |
| Document author(s): |  |
| Next review date: |  |
| Visibility:  Display on staff intranet  Display on student intranet  Display on public web |  |