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 each Committee meeting takes place.

The allocated 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.

Applicants are required to submit the application form below with their research proposal, data management plan, ethical approval letter and copies of their survey instrument and informed consent form via email to carlien.nell@up.ac.za.

Please refer to the Research Data Management Policy and use the proposed template for the data management plan.

## Project information

**Name of the Project**

|  |
| --- |
|  |

### Contact Information

|  |  |
| --- | --- |
| Name |  |
| Contact email |  |
| Affiliate institution |  |
| Faculty/Professional Services Department involved |  |
| Academic Department in Faculty (if applicable) |  |
| Other - (Specify) |  |

**Type of Project**

|  |  |
| --- | --- |
| Institutional management research project – Executive request |  |
| Internal research request – Professional Services Department |  |
| Internal research request – Academic Related Research |  |
| * Staff research |  |
| * PhD studies |  |
| * Masters studies |  |
| * Honours studies |  |
| * Undergraduate studies |  |
| * Other- (Specify): |  |
| External research request – Academic Related Research |  |
| External research request – Private/ Government |  |
| Other - (Specify) |  |

**Ethics Committee involved**

|  |
| --- |
|  |

2.4.1. **Institution at which Ethics Committee is housed**

|  |
| --- |
|  |

## Data or Information Request

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

|  |  |
| --- | --- |
| UP Student survey |  |
| UP Staff survey |  |
| UP Alumni survey |  |
| UP’s other stakeholders (donors, service providers etc.) |  |
| UP institutional information (policies, management documents, programme information etc.) |  |
| UP staff, student or alumni statistics |  |
| Other - (Specify) |  |

**If you indicated UP student, staff, or alumni surveys in 3.1 please specify the target groups that will be surveyed (for example Economics 101 first year students in the Faculty of Economic and Management Sciences)**

|  |
| --- |
|  |

**Question 3.3 – 3.6 will be completed by the Market Research Office in the Department of Institutional Planning**

**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?**

In order to ensure that the respondent recruitment methodology is aligned with UP’s information governance policies, it is important to provide a detailed description of the recruitment methodology that will be used in the research project. Please indicate the various channels through which the respondents will be invited to participate in the survey(s).

(Keep in mind that researchers are not allowed access to the personal information of respondents, i.e. class lists).

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Open Sources (Contact information on UP website, LinkedIn, etc.) |  |
| 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

**Is personal information collected in the survey?**

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

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

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

**If yes to the previous question, what process will be followed?**

|  |
| --- |
|  |

**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 |  |

**Are the necessary non-disclosure agreements in place if the data is going to be shared with a third party? (i.e. an internal or external statistician)**

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

**If answered yes please indicate with whim the NDA is signed:**

**5.8 Are the necessary agreements in place if the data is going to be shared with international collaborators? (i.e. an internal or external statistician)**

|  |  |  |  |
| --- | --- | --- | --- |
| 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 as well as consent form?**

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

### What is the time frame of the project and when are the final results expected to be available?

## 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 any form of the disseminated findings?**

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

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

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

## Access and Storage

It is important that all submissions to the Survey Committee include a detailed data management plan. Please refer to the Data Management Policy and guideline documents on the intranet for more information regarding the data management plan.

**Where will the data be stored during the research process and how will it be secured?**

|  |
| --- |
| Hard copies: |
| Electronic copies |

**Where will the data be stored after the completion of the research project**

|  |
| --- |
|  |

**How will the data be protected?**

|  |
| --- |
|  |

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

|  |
| --- |
|  |

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

|  |
| --- |
|  |

**Who will be responsible for archiving and 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 a 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 (for internal use only)

|  |  |
| --- | --- |
| 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 |  |