**AUSTIN PEAY STATE UNIVERSITY**

**APPLICATION FOR APPROVAL OF UNIVERSITY SURVEYS**

***Submit a copy of the proposed survey (in Word or PDF format) along with this form   
to the Survey Policy Oversight Committee co-chairs,   
Andrew Luna,*** [***lunaa@apsu.edu***](mailto:lunaa@apsu.edu) ***and Amanda Wornhoff,*** [***wornhoffa@apsu.edu***](mailto:wornhoffa@apsu.edu)***.***

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| The university has established protocols for the administration of surveys within the APSU community in [Policy 2:062 – Survey Administration](https://apsu.policytech.com/dotNet/documents/?docid=56&public=true).  The Survey Policy and Oversight Committee (SPOC) is charged with reviewing the quality, content, and applicability of all proposed surveys to determine if they adhere to the Survey Administration Policy (2:062) and to issue any appropriate restrictions or required revisions. Survey administration oversight by the SPOC does not supersede the policies and procedures of APSU’s [Institutional Review Board (IRB)](https://www.apsu.edu/grants/institutional-review-board/irb-guidelines.php).  The SPOC will establish a master survey calendar for the institution. The SPOC is also the gatekeeper for access to the contact information database and provides “contact information release” guidelines to the Office of the Registrar and the Office of Decision Support and Institutional Research. | | |
| **Survey administrator(s) (point of contact and office sending out the survey):** | | |
| **Brief Survey Description:** | | |
| **Planned survey date:** | **SPOC comments on survey timing:** | |
| **For SPOC to complete:** | | |
| **SPOC Approval Date:** | **Required revisions:** | **Comments:** |
| **Required revisions: (*Required revisions must be addressed and resubmitted for review/approval*)** | | |
| **Suggestions to enhance the survey: (*Suggestions are optional and do not require resubmission*)** | | |
| **Suggestions for collaboration/data sharing:** | | |