

Survey Application

The Survey Guidelines applies to all large-scale surveys of current and prospective students, alumni, and staff of King's. Surveys that are within the scope of the Survey Policy must be approved by the Survey Management Committee (SMC) before being administered. For exemptions to the Surveys Policy, please see...

Please submit this application—as well as a copy of the survey questionnaire—THREE WEEKS prior to the Proposed Launch Date of the survey you wish to conduct. The SMC will review proposals to conduct a survey on a regular basis and will notify applicants of the outcome of the assessment within TEN working days.

CONTACT INFORMATION

Department/School	
Contact Name	
Contact Phone	
Contact Email	

SURVEY PROPOSAL

Project Title	
Survey Population	
Survey Method Being Used	
Planned Survey Launch Date	
Date Survey Will Be Closed (or approximately how long it is to open for)	
Is this a one-time survey or is it administrated on a cyclical basis? If yes, when was it last conducted?	

<p>Are any incentives being offered? If yes, please describe:</p>	
<p>Will an advisory letter promoting the survey be sent in advance of the launch date? If yes, please provide details such as mail date, endorsement, time between letter and survey.</p>	
<p>Are you aware you are required to submit the <i>Survey Results Report</i> to the Survey Management Committee within 3 months of the close of the survey?</p>	

Please submit this application, as well as a copy of the survey questionnaire to:

Survey Management Committee

Attention: Marilyn Mason, Vice-Principal, Enrolment Services and Strategic Partnerships

Enrolment Services

King's University College at Western

London, Ontario

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