



Checklist for Administering a Survey at VCU

The following checklist must be completed for all planned surveys (with the following exceptions: course/faculty evaluations, class assignments, feedback from customers at the point-of-service, evaluations of events by participants, and employee exit surveys). If you are surveying a sample of 500 or more employees, students, or alumni, you will be directed to register your survey upon completing the checklist.

- **Guiding Principles:** Review the Guiding Principles developed by VCU's Survey Council in 2014 [link].
- **Approvals:** Obtain the necessary approvals for administering a survey on campus [link].
- **Survey Tools:** Limit use of survey instruments to external vendors or tools approved by Technology Services as meeting institutional requirements for security (LINK).
- **Survey Calendar:** Review the Survey Calendar (link) to identify a timeframe which minimizes overlapping surveys of similar populations to the extent possible. If there is a survey planned during your desired timeframe, please contact the unit administering the survey to discuss/coordinate timing.
- **Survey Inventory:** Identify whether the information you are seeking has already been collected through another survey. Refer to the survey inventory (link) for a list of surveys conducted at VCU in the last few years.

I have completed the checklist.

Please indicate your sample size:

- Less than 500** faculty/staff, students, or alumni. Congratulations, you're done! Thank you for visiting AIE Survey Support and helping improve the quality and coordination of surveys on campus.
- 500 or more** faculty/staff, students, or alumni. Register your survey. By registering a planned survey, it will be included on VCU's Survey Calendar and Inventory. You will be notified by AIE if there is a problem with your registration.