Institutional Research Request Form

Please explore the IR web pages prior to submitting this request, as information of interest may be readily available. If you are still in need of support, complete **page 1 only** of this form and return it with any attachments to Quri Wygonik, Coordinator of Institutional Research, Evaluation and Assessment at qwygonik@monroeccc.edu. You will receive email confirmation and an estimated date of completion. Requests should align with the Strategic Plan: <http://www.monroeccc.edu/Finance/StrategicPlan_2014-2017.pdf>. For all institutional survey research requests, please review the procedure found on **page 2** of this form. Here you will find a description of the process for submitting content to the IR office for electronic survey creation. If you desire to conduct a research project involving human subjects for non-institutional purposes, please review the Institutional Review Board (IRB) materials on the IR webpage <http://www.monroeccc.edu/institutionalresearch/index.htm> and follow the outlined procedures, if applicable.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submission Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Desired Completion Date \_\_\_\_\_\_\_\_\_\_\_\_

**Specific Research Request** (please include the type of data you desire to be collected and the method of collection such as survey, focus group, personal interview, etc.):

**Purpose of Request** (please include why you desire to collect the data and how findings will be used):

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**To be completed by IR**

Project Number: Date Submitted: Date Completed:

**Procedure for Submitting Content for Survey Creation and Administration**

Below is the process for submitting content to the IR office for creation and administration of surveys to be used for **institutional data collection purposes**:

1. Complete the form on **page 1** of this document and attach the content specified in step 2 below.
2. Submit sample survey questions or specific research questions, focus or topics with the form on **page 1** of this document.
3. The IR Coordinator, Quri Wygonik, will review the content you provide from step 2 above and make suggested edits. The edits will be returned to you with a timeframe to accept or reject the edits. *If the suggestions made by the IR Coordinator are necessary for appropriate survey design, they will be adapted even if the requester rejects or disagrees.*
4. Once the requester replies with approval of the Word document survey version, an electronic survey will be created. The link will be emailed to the requester for their review of the electronic version with a timeframe to approve or disapprove the design.
5. Once the electronic format is approved by the requester, the IR Coordinator will send specific instructions regarding survey administration. The standard procedure involves the invitation to participate being sent from the IR office after the participant emails are provided by the requester. In some cases, the requester can be granted permission by the IR Coordinator to send the invitation to participate directly. In this case, Quri Wygonik must be cc’d on all communications and text describing survey access instructions will be provided to the requester and must be included in the invitation to participants.

**Please note, all surveys administered by the IR office will be in electronic format (SurveyMonkey®). The IR Coordinator may consider other requested methods of administration (paper mail, in-classroom, etc.) based on the rationale provided on page 1 of this document. Data will be collected and analyzed in the IR office with a summary report provided to the requester based on their specifications.**

**Please contact Quri Wygonik (****qwygonik@monroeccc.edu** **or (734) 384-4237) with questions regarding the above described procedure.**