

Qualtrics Contact List Request Form

Requests for faculty/staff/student email contact lists for survey distribution are to be submitted to the Office of Planning and Analysis (OPA) and will require a *statement of intent* that includes the following information:

- What is the purpose of the survey you are sending?
- Do you have IRB approval if necessary?
- What is the target population/what are the parameters for the data (i.e., undergraduate/graduate students, time period, certain majors)
- Who will have access to the data?

In addition to the statement of intent, the requestor and those accessing the data may be required to have FERPA training and/or Institutional Review Board approval (IRB).

OPA will review the request, and once approved, the contact list will be uploaded to Qualtrics.

Please allow up to 2 weeks for processing.

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Statement of Intent Form (submit one form per Contact List Request)

Please email this completed form to *whitney.crager@wichita.edu* in the Office of Planning and Analysis.

Name:

Position (Select the role(s) in which you will be using Qualtrics):

- Faculty
- Staff
- Student

WSU ID:

Phone:

Department:

Email:

If you are using Qualtrics as a student (Complete even if you are staff/faculty but using Qualtrics in a **student role):**

Faculty advisor/supervisor Name:

Faculty advisor/supervisor Email:

I acknowledge that the information on this form is accurate and true.

Type your Full Name Here:

Please Complete the Questions Below

1. What is your research objective?

2. Do you have IRB approval if necessary, for your survey? You will be asked to provide proof of approval.

3. What is your target number of responses from this survey?

4. What is the target population/what are the parameters for the data (i.e., undergraduate/graduate students, time period, certain majors). Please be specific in terms of what parameters are needed.

5. Who will have access (including viewing) to the data? Include WSU ID (if applicable), name, title, and status (faculty/staff/student/non WSU affiliated).

6. Is this request on behalf of a WSU recognized student organization? If yes, such request must be sent to Student Involvement for review before submission to OPA.

7. Is there any additional information you'd like to provide about your request?