

Truman State University
TruView Survey Announcement Request Form for Organizations

Requirements to announce a survey on TruView:

1. You have created your survey online. If using Truman's Survey tool at <http://survey.truman.edu>, please submit the "Survey Request Form."
2. You have a faculty member's approval (must sign below).
3. If the survey results will be used for academic research, you must have IRB (Institutional Review Board) approval (see <http://irb.truman.edu>). A signature may be obtained from the Grants Office (McClain Hall 203).
4. You have submitted the information at least 4-7 days* before the survey is needed.

Name of class, group, or individual requesting survey announcement: _____

If a group or class, name of contact person: _____

Preferred e-mail address: _____ Phone: _____

Survey Announcement Title: _____

Message:

Survey URL: _____

This survey announcement should go to:

_____ Truman Students – surveys are posted on TruView under Personal Announcements

_____ Truman Faculty and Staff (*Survey must be turned in the Friday before the Monday faculty/staff E-mail is sent out)

_____ Truman Today e-mail (*Survey must be submitted the Friday before the Monday Truman Today e-mail)

Date* e-mail or announcement should be sent: _____ End Date: _____ (max. 1 week)

Contact Person Signature: _____ Date: _____

Faculty Member: _____ E-mail: _____ Phone: _____

Signature: _____ Date: _____

IRB Approval: _____ Contact: _____ Phone: _____

PLEASE SUBMIT COMPLETED FORM TO PUBLIC RELATIONS (McClain Hall 202).