



Clark Atlanta University
Office of Planning, Assessment, and Institutional Research
 Survey Request Form

Instructions:

Please complete all sections of the Survey Request Form. Upon completion, submit your request to the Office of Planning Assessment and Institutional Research by emailing the form to OPAR@cau.edu . An OPAR staff member may contact you by phone or e-mail to discuss your request.

Date Needed: (mm/dd/yy) <i>Most requests processed within 7-10 business days</i>	
Name	
Title	
Department/Class	
Phone #	
Email Address	
*Purpose of Request Please describe the purpose for which the requested survey will be used (e.g. Grant Support, Self-Study, Class Project, etc.).	
Survey Title	
Survey Question(s)	
Provide a list of names (first/last) and emails <i>if OPAR is administering the survey</i>	
Indicate if you need to administer your survey? If so, OPAR will provide an survey link	Circle your choice below Yes No
Provide the date range of running the survey (Start and End Dates)	
Include survey design (e.g., Multiple Choice, Open-Ended, likert Scale, Drop-Down Selection)	