**Survey Worksheet**

**Survey Name:**

**Date:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Criteria** | **Yes** | **No** | **Need More Information** | **Comments** |
| 1. Is the purpose of the project, main research questions, and/or intended use of the information clearly articulated? |  |  |  |  |
| 1. Are the requested survey dates acceptable (not overlapping with other surveys sent to the same population)? |  |  |  |  |
| 1. Does the target population/sample align with the goals of the survey? |  |  |  |  |
| 1. Is the size of the sample justified? |  |  |  |  |
| 1. Is the length of the survey form (number of questions) reasonable? |  |  |  |  |
| 1. Overall, is the survey of good quality (free from errors, double-barreled questions, biased language, etc.) |  |  |  |  |

**Do you approve this request based on the criteria above?**

**Approve**

**Decline**

**Needs Revisions**