IUP Survey Request Form

Name: _____   **Username:** _____

Department: _____   **Phone number:** _____

Does the survey allow for multiple responses? Select one.

☐ Yes

☐ No. If this option is chosen, a question with more than one response will be considered to have an invalid response.

What is the number of the first question in the survey? _____

What is the number of the last question in the survey? _____

Instructions to survey requestor:

To complete a survey, you will collect the data using the General Purpose Answer Sheet (item number 14464 available from Central Stores). The survey participants will record their responses on the General Purpose Answer Sheet (GPAS). Please enclose the completed surveys (GPAS forms) in a large envelope and attach this completed form to the front of the envelope. Bring the envelope to the IT Support Center for processing.

After the survey has been processed, you will receive an e-mail notification that includes a link to the location of the data file and the electronic reports that are created on dispatch.iup.edu. No reports will be printed.

You are asked to pick up your processed survey after you receive the e-mail notification. Surveys that have not been picked up will be destroyed after 60 days.

Please note that survey results and reports will be deleted from dispatch.iup.edu after 28 days. If you wish to save the results or reports, <u>you must back them up to another secure location.</u>

Refer to www.iup.edu/itsupportcenter/surveys for additional information.

IT Services Use Only

Date and Time Received	**Date and Time Processed**	**Job ID**

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