SURVEY MONKEY FORMATTING AND DISTRIBUTION PROCESS
(POST IRB APPROVAL)

For Survey Monkey distribution/formatting, provide the following:

1. **Completed** survey monkey formatting request form (located on the IRB Webpage)
2. IRB approved survey questions (**in Word Document**) and IRB Approval Number
3. Permission for use/modification documentation for published works *(if applicable)*
4. Reference(s) for **ALL** surveys (published or self-created) can be added to request form or the Word document after survey questions
5. Survey parameters (e.g. Pre/Post-Surveys, Question Logics, One or Multiple Responses, Formatting to use as handouts)
6. Open/close dates for the survey
7. *Note: Normal turn-around time is 2 to 3 days to process your request in Survey Monkey, this does not include time for the student to practice taking the survey. Plan accordingly to ensure you have enough time between request submission and the survey open date.*

For more information contact:
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