Request for Confidential Student Contact Information

1. What is the primary purpose of the study?
2. Who is the Mason sponsor? If this study is part of a larger study, such as a national survey project, who is the sponsor?
3. Is this a new survey or has it been used previously? If done previously, how were the results used?
4. How does the university benefit from this study? Will the study result in Mason identifiable data?
5. How will students be contacted? How many and what types of follow-ups are scheduled?
6. If emails or addresses are to be released to a third party, such as another university or a national sponsor of the survey, how will they be securely transmitted?
7. Have you considered alternative methods of contacting students, such as through newsletters or clubs, in the classroom, with handouts containing URL information in public places, etc.? If alternative methods have been rejected, please explain why.
8. How will student anonymity or confidentiality be maintained?
9. Which students will be surveyed, e.g. a sample of first-time freshmen? How many students will be contacted?
10. When will the survey be administered? Be as specific as possible.
11. Are incentives being offered to students for completing the survey? If so, what and how many?

Send your responses along with an electronic copy of the survey and a copy of the instructions that will be given to students to the CSCI committee, c/o Karen Manley @ kmanley@gmu.edu. Once access to contact information is approved, you will be directed to the Office of the University Registrar to make your request. Be sure that your request matches the data approved by the committee.

9/10/12