Are you using a survey for your research project?

Transferring your paper survey to an online format will save you time, improve your data accuracy, and make participating in your survey easier for your respondents.

CLA-OIT’s Survey Service works with CLA faculty, graduate students, and staff researchers. Our team of professionals has experience working with academic research and knows how to use the best tools available to transition your project to an accessible online format.

We can build and host an online survey for you!
### Formatting for the Web

We will adapt your survey from a standard paper to an online format, producing a professional and easy-to-use instrument that will maximize your response rate.

### Advanced Survey Techniques

We can accommodate advanced survey features such as complex skip patterns, incorporating audio/visual elements into survey questions, and multi-session surveys.

### IRB Approval Process

We will help you craft language for the part of your proposal related to launching your survey onto the web. We have extensive experience working within the IRB’s standard security requirements.

### Security

We build and host surveys with security as our top concern. We offer password-protected as well as publicly-accessible options.

### Accessibility

We can make Section 508 compliant surveys accessible for persons with visual impairments.

### Support

Throughout the entire process, our staff will be available to answer questions, solve technical problems, and make sure that your survey looks and performs the way you want it to.

### OUR WEB-BASED SURVEY PROCESS

#### Preparation & Planning

- We will meet with you to analyze your survey step by step. We will give you advice on question construction in order to achieve the best formatting for the web.

- Working within the guidelines set by the IRB for your project, we will offer you advice about communication with survey respondents and handling your data.

- We will address with you security concerns such as parameters for a password protected survey and survey respondents’ personally identifiable information.

- Together we will draft a project timeline, establish benchmarks for completion of each step, and provide you with advance notice (in writing) of our standard turnaround times.

- We will input your survey into a web-ready format and sit down with you to go through the new format question-by-question.

- Once a final draft has been developed, we will test-launch a version of the survey onto an unpublished URL for your review.

#### Survey Deployment

- We will launch the survey onto a website for access by your respondents.

- During data collection we will maintain the site and troubleshoot user errors.

- We offer periodic data reports with timing tailored to your research requirements.

#### Wrap Up & Analysis

- At a deadline you establish, we will take your survey down from the web and offer you an archive version for your records.

- After we provide you with the final data, we will delete all sensitive information from our servers within three months. CLA-OIT will only continue to house your data at your request.

- CLA-OIT can provide computing services to assist you with statistical analysis of your results.