



## 5 things to consider before submitting a research & evaluation request

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### 1. What goal are you trying to accomplish with this project?

Ultimately, what action do you hope to take after receiving the information you request? How will you use the information gained from this research project? Do you want to improve student learning outcomes or satisfaction? Do you want to improve student success in your programs? How would you like the data to improve your program?

### 2. Has the information been collected before?

Could your research question be answered with data from SIS, the Common Data Set, or existing survey data? Are you interested in the results of a pre-existing survey or do you need a new survey designed? There may be several different research methods available to get you the information you need.

### 3. What materials do you already have?

Have you already collected data and need help with data analysis or interpreting the results? Have you already created survey questions? Please upload any existing materials in the documents section or bring them to your research consultation. Please use iShare to upload any student-level data or sensitive information and provide a link in your Workfront request.

### 4. What is your time frame?

Please remember that any project will require time set aside for research consultation, survey design, data collection, statistical analysis, and report generation – plus IRB approval depending on the type of project.

### 5. Who should be included in our discussion?

Please include all of the names of your meeting participants in your research & evaluation request. It will speed up the process of scheduling your research & evaluation consultation.

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If you want to create a survey:

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1. Are you offering incentives?

Would you like students to participate in a raffle, win a prize, or other type of compensation? Survey incentives will boost your response rate and some incentives are more effective than others. Please provide any details about incentives in your research & evaluation request.

2. Who will participate in the survey?

Do you want to survey all current UCR undergraduates, alumni, or students who use a specific program? Or a sub-sample of students? Please identify the sample size and demographics of your survey participants in your research & evaluation request.

3. Does this survey require IRB approval?

If your survey contains sensitive information or you hope to publish the results, it may require approval from UCR's institutional review board. If your survey is a program evaluation, it likely will not need approval. Please review the UCR research policy at [research.ucr.edu](http://research.ucr.edu) to learn more about UCR's IRB.