

"Request to Survey BSU Constituents" Form

Use this form to request permission to survey student and/or employee populations at Bemidji State University.

This form and the following list of documents must be addressed to the Vice Presidents for Academic Affairs and Student Affairs (VPAA & VPSA) and it must be emailed to AcademicAffairs@bemidjistate.edu.

1. An email of introduction from the Requester to the VPAA & VPSA, listing the Requester and Advisor(s) contact info.
2. IRB approval from BSU and/or Home Institution. (Not applicable for High School student requests.)
3. Research Proposal or brief Summary of Research.

The VPAA and VPSA will evaluate your request to survey BSU populations. The decision(s) will be returned to the Requester and listed Advisor via this form.

Once this form is returned, it is the Requester's responsibility submit their survey link/QR code to the distribution channels listed on this form. **This approved form must accompany all distribution requests.**

Requester Name _____

Requester Email _____

Advisor Email(s) _____

Applicant: Check all that apply in Section 1 for distributions to faculty and staff

Yes or No

_____ SOCIAL List Serve: Distributed to all Faculty and Staff VPAA Decision _____

Email this form to andy.bartlett@bemidjistate.edu to verify you have permission

Email your invitation to constituents & survey link/QR code to social_l@listserv.bemidjistate.edu

_____ Faculty List Serve: Distributed to all Faculty VPAA Decision _____

AcademicAffairs@bemidjistate.edu

_____ Faculty List Serve: Request faculty voluntary distribute to Students VPAA Decision _____

via D2L shells or Professor emails **(Requires approval from both VPAA and VPSA)**

AcademicAffairs@bemidjistate.edu

1. VPAA Signature _____

Date _____

Applicant: Check all that apply in Section 2 for any student-related distributions

Yes or No

_____ BeaverLink Direct Messaging VPSA Decision _____

Email signed form, outline of request, & survey/poster to Angie Clark at bsuclubandorg@bemidjistate.edu

_____ Faculty List Serve: Request faculty voluntary distribute to Students VPSA Decision _____

via D2L shells or Professor emails **(Requires approval from both VPAA and VPSA)**

AcademicAffairs@bemidjistate.edu

_____ Fliers posted on BSU bulletin boards VPSA Decision _____

<https://www.bemidjistate.edu/hobson-union/event-services/policies-procedures-forms/campus-posting-policy/>

<https://www.bemidjistate.edu/hobson-union/event-services/policies-procedures-forms/hmu-posting-procedures/>

Email signed form, description of request, & survey/poster to hobsonunion@bemidjistate.edu

_____ Fliers posted in resident halls VPSA Decision _____

<https://www.bemidjistate.edu/services/reslife/contact-us/>

Email signed form, description of request, & survey/poster to reslife@bemidjistate.edu

2. VPSA Signature _____

Date _____