

El Camino College & ECC-Compton Center

Survey Request Procedures



How to Request Surveys

- Complete a Research Request Form on the IRP webpage (blue button at bottom).
- Under “*Describe your request. What question(s) are you trying to answer?*,” specify if you need assistance in developing a new survey or need copies of an existing survey.
- Indicate whether the survey should be online, on paper (scannable) or both.
- If you are requesting an existing survey, please provide the name of the survey and number of copies needed.
- You **do not** need to enter a copy of the survey questions into the request form.
- Once your research request form is submitted, you will be contacted by the assigned researcher to discuss your survey request. The researcher will go over survey goals, questions and format, survey design, data options and sampling techniques.

Timeline

- Submit requests as early in your process as possible.
- ***New survey creation and development:*** 2 weeks lead time needed
- ***Reprint of existing survey*** = 1 week lead time needed
- ***Completed surveys will be scanned within 1 week of delivery.***