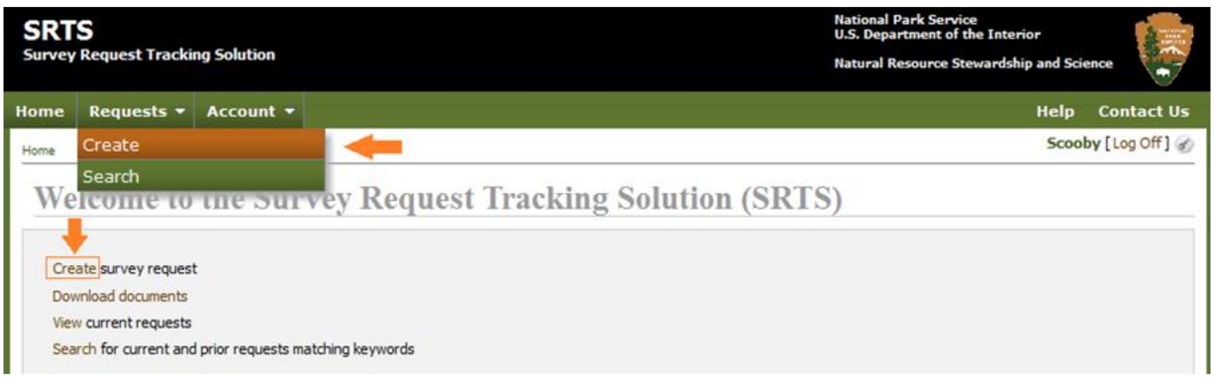
Title: Creating a Draft Survey Request

Summary: Summarizes the process of creating a survey request

Prerequisite: You must have an active account and be logged on as an Investigator

Step 1.Select Option to Create a New Survey Request

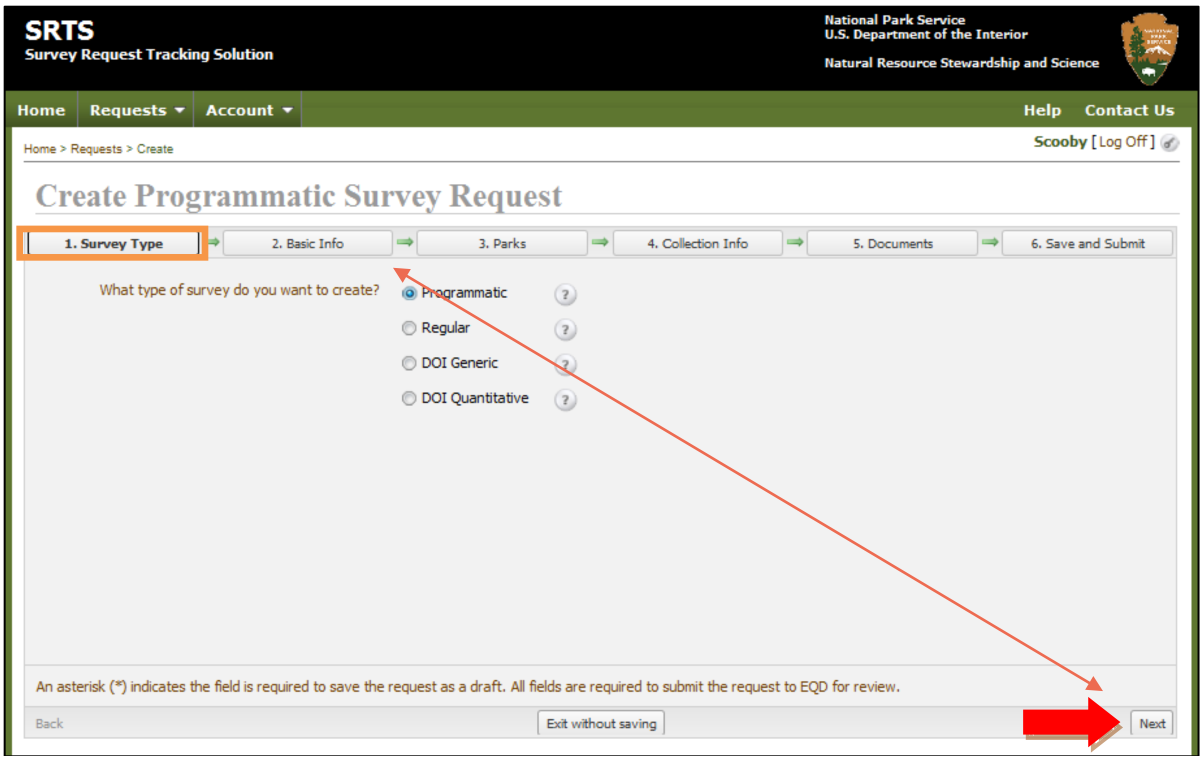
Survey requests can be created by users who have been approved as Principal Investigators. To begin creating a survey request, use the link in the global menu bar (Requests > Create) or click the Create survey request link on the Home page. At this stage it is important to understand that all work from this point on can be saved and modified until you are ready to submit the final version of your collection to the NPS Information Collection Review Coordinator (ICRC).



Please note the following:
- Clicking on a question mark will give you a more detailed field description.
- You can complete the tabs and fields in any order.
- Required fields will have an asterisk* next to them.
- You will NOT be able to submit your application until ALL required fields have been completed. However, you can save your application as 'Draft' even if required fields are not completed. You can continue to work on the draft version until the final documents are ready to submit.

Step 2.Select the Survey Type

The first step in creating a survey request is to select the type of request. You will have the opportunity to choose one of the four types of submissions available. The **Help icons** , located to the right of every field are available to provide a brief description of the submission type. If you are unclear, please contact the NPS ICRC before completing this page. It is important to select the appropriate request type at this point, because the remaining sections with be determined based on the type of submission selected.



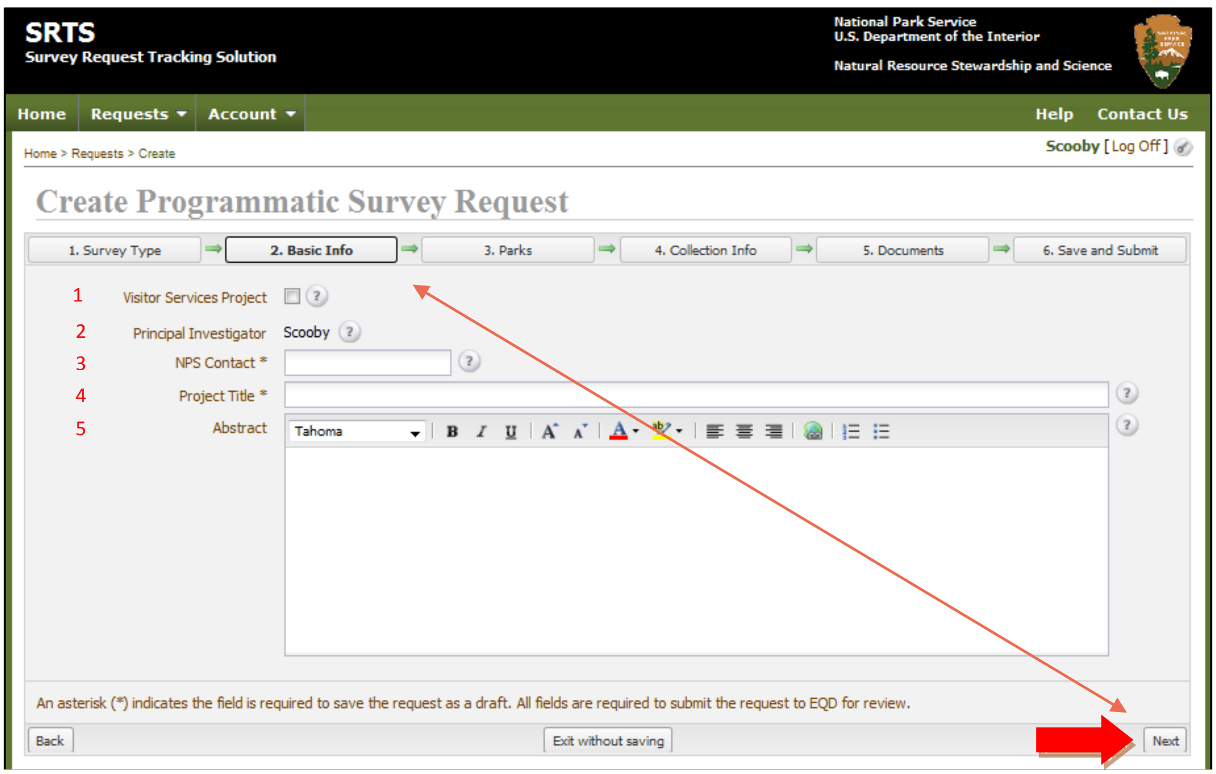
Once the appropriate type is selected, use the Next button at the bottom of the page **or** click the tab at the top of the page [**2**. **Basic Info**] to move to the next screen.

Step 3.Providing Basic Information About the Survey

Enter the information in each of the fields for the survey request.

1. DO NOT check this box if your study is NOT being administered by the NPS Visitor Service
2. The Principal Investigator (PI) defaults to the current user. The ICRC will communicate directly with the PI listed here throughout the entire process. [NOTE: For studies in which graduate students are taking an active role, please list the faculty advisor as the PI].
3. A Park Service contact must be entered. The contact may or not be the same as the person as Principal Investigator. The system is created to allow the listing of only one NPS liaison for the purposes of the review process even if the PI is conducting a multiple park study
4. The project title should be as descriptive as possible. Ideally this title should remain the same throughout the course of the study
5. Please limit the abstract to no more than 150 words.

Click Next or the Parks tab to continue.

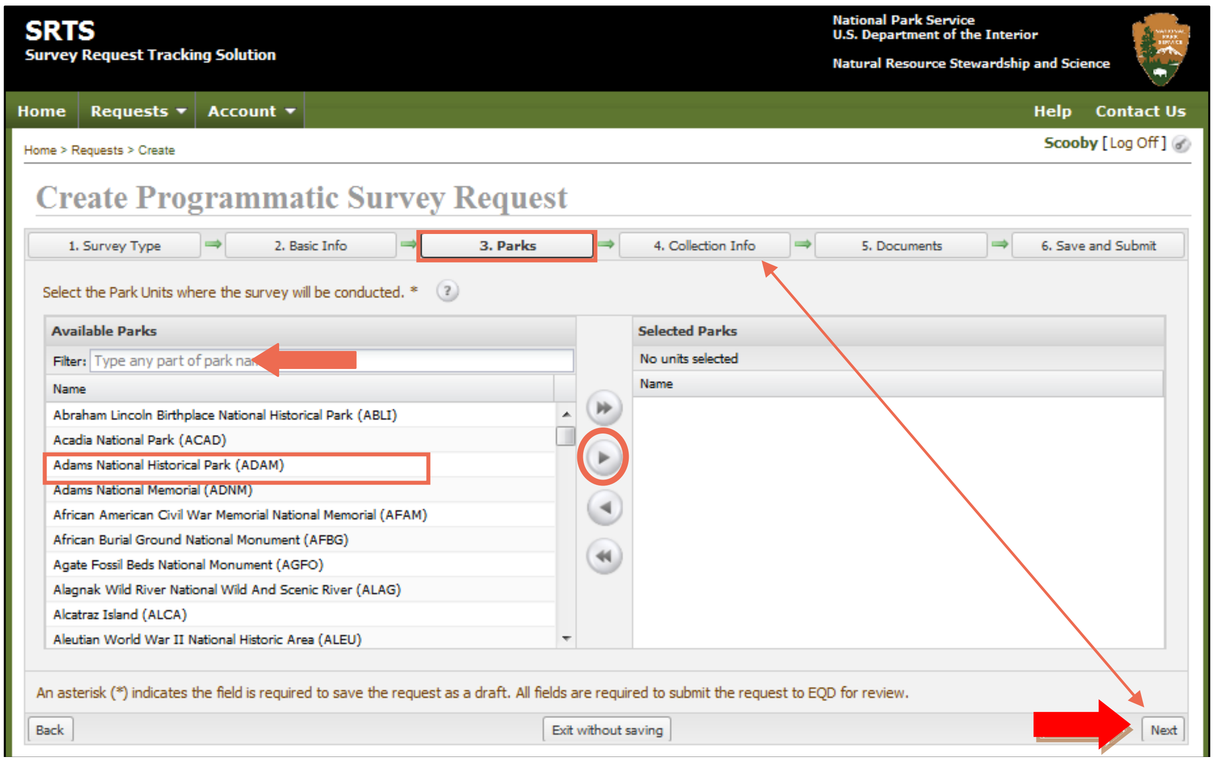


Step 4.Selecting Your Study Location

Once you have entered the BASIC information in the section above, click on the PARKS button (indicated below). At this point, you will select the park(s) that will be used as the location(s) for the project.

1 Use the “Filter” feature to search for locations within the NPS system. Start typing in the full name or use the alpha code.
2 Select the park by highlighting the name
3 Use the single arrow to move the selected park to the next column.
4 Continue until all parks in the study are indicated.

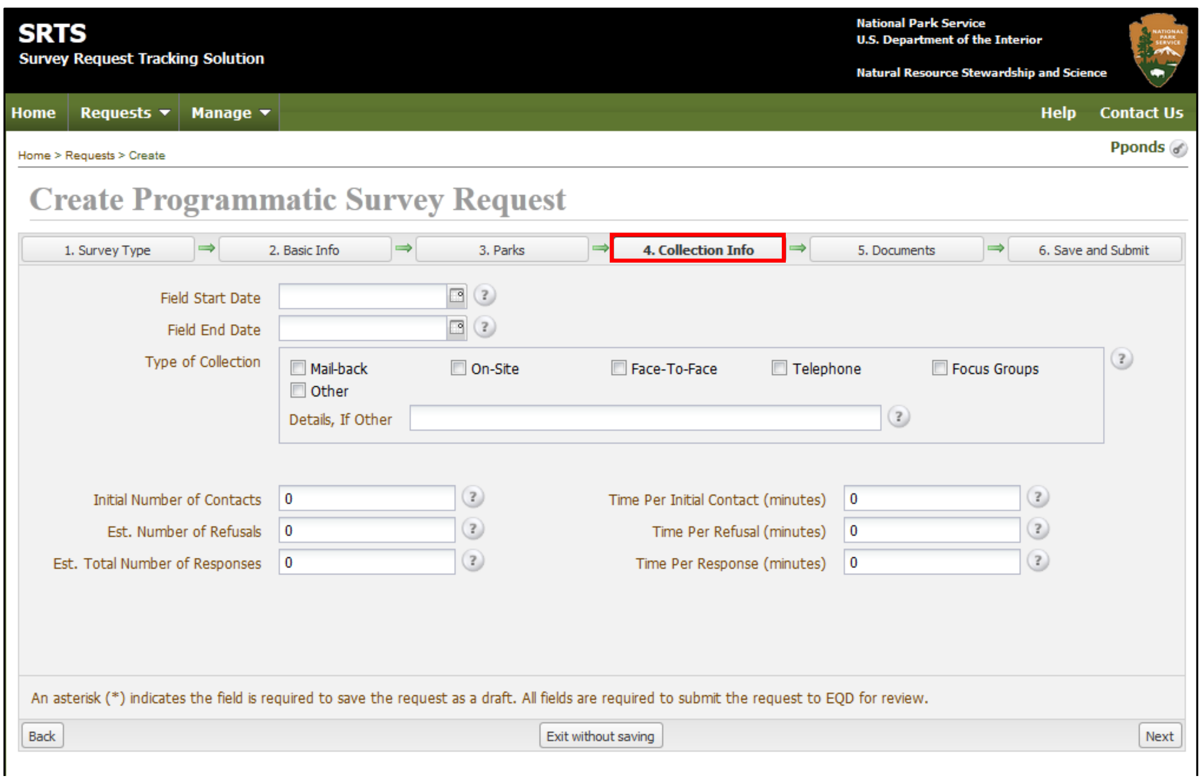
Click Next or the Collection Info tab to continue.



Step 5.Providing Collection Information

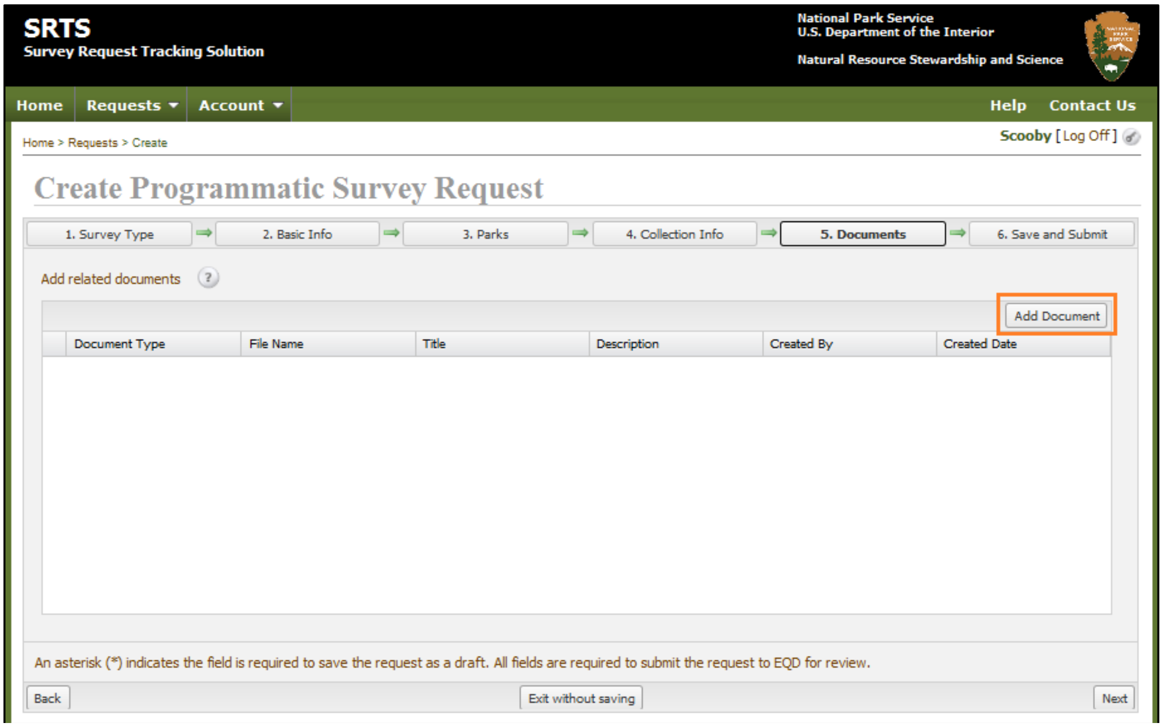
All fields on this page must be completed before this request can be submitted to the NPS ICRC.

1 List the time period in which the survey will be conducted, including specific starting and ending dates. The starting date should be at least 60 days after the submission date.
2 Check the type(s) of information collection instrument(s) that will be used. If “other,” please explain.
3 Fill in the total number of initial contacts, the total number of expected respondents and refusals.
4 Fill in the estimated time to complete the initial contact and the survey instrument (in minutes). Fill in the total number of burden hours. Burden hours refer specifically to interaction with the sample, including initial contact, reviewing instructions, and filling out a survey. Burden on non-respondents (such as initial contact interviews with individuals declining to participate) should be included in this total.
5 Once all of the information on this screen is complete you are ready to go to section 5 DOCUMENTS. You can click on the tab on the tool bar or on the NEXT button at the bottom of the screen.

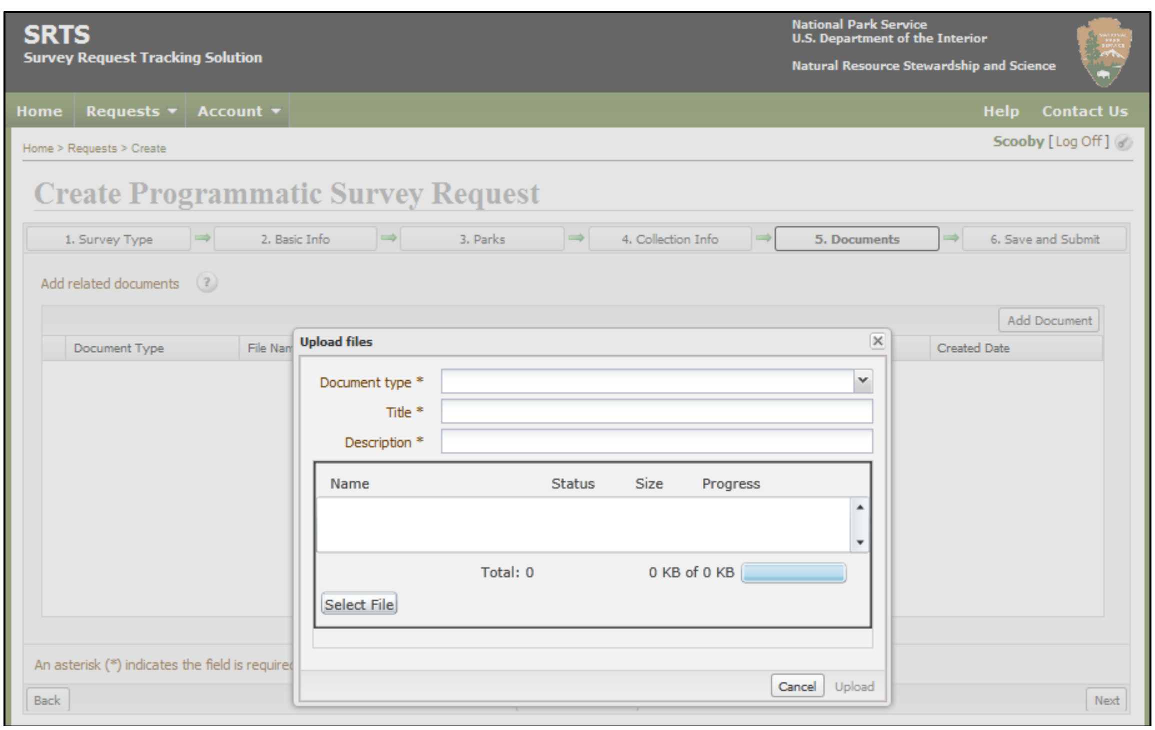


Step 6.Attaching Documents

Next, upload the Survey Request Form and Survey Instrument document by clicking the Add Document button at the top of the table.

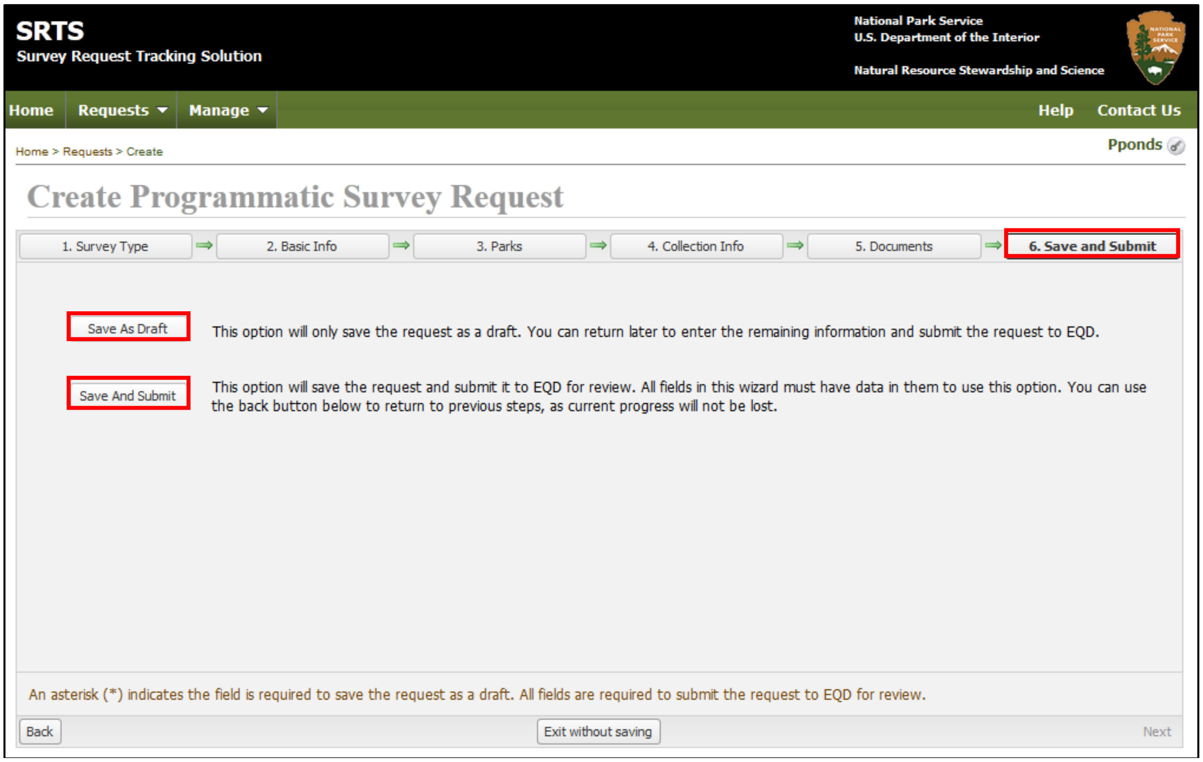


On the Upload Files popup, select the Document Type for the first file. Enter a brief Title and Description for this file. Next, click the Select File button and navigate to and select the file to be uploaded. Then click Upload. Repeat this process for the remaining documents. Note that no documents are required to save the request as Draft, but at least one file of type Survey Request Form and Survey Instrument are required to submit the request to the NPS ICRC.



Step 7.Save and Submit

This screen allows you to either save your information in a draft form or save and submit to the ICRC. If the request is being saved as draft, subsequent edits will be performed within this wizard. Once the request is submitted to EQD for review, the request will be viewed and edited in the Edit Request page.



Step 8.Confirm Submission of Application

Be sure you see the popup message indicating the application was successfully submitted. After clicking OK, you should see that your application in your My Requests table on the Home page. If your study is multi-park in scope, you can now use this application as a template for another permit application. Note however, that acceptance of an application by one park has no bearing on the decision by another.