

## VA OSDBU Survey Request Form

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The information is necessary to determine your survey requirements, ensure accuracy of the collected data, and to estimate completion date. Submit the completed form via email to [OSDBUStratComm@va.gov](mailto:OSDBUStratComm@va.gov). Enter *Survey Request Form* in the subject line. Requests are prioritized by Strategic Outreach and communications (SOC) based on urgency and submission date.

### Basic Information:

**Requestor Name:** [Click here to enter text.](#)

**Title:** [Click here to enter text.](#)

**OSDBU Directorate:**

**Email:** [Click here to enter text.](#)

**Phone:** [Click here to enter text.](#)

**Submission Date:** [Click here to enter a date.](#)

### Will the collected data be restricted to internal VA use only?

NOTE: There is a five-day Office of Management and Budget (OMB) clearance process for data restricted to internal VA use. Data disseminated outside of VA is subject to a sixty-day OMB clearance process.

Yes       No\*

\*SOC will contact you for additional information

**Anticipated Survey Launch Date:** [Click here to enter a date.](#)

Please consider the appropriate OMB clearance process timeline when determining the anticipated survey launch date.

### Requested Survey Details:

**Survey Purpose:** [Click here to enter text.](#)

**Survey Objectives – specific areas for research:** [Click here to enter text.](#)

**Target Audience – define who will be surveyed:** [Click here to enter text.](#)

**Survey Delivery Method:**

Please provide additional information if Delivery Method - Other is selected.

[Click here to enter text.](#)

**Respondent Contact Information:** Attach a list in Microsoft Excel format of applicable respondent contact information (e.g., First Name, Last Name, Email Address, Phone Number, etc.).

**Respondent Contact Information Source:** (e.g., VIP, AST, DAP, NVSBE Registration, SAM Database, etc.)

[Click here to enter text.](#)

### Do you have recommended survey questions?

No       Yes\*

\*Please attach recommended questions in Microsoft Word format.

**Please provide any additional information:**

Click here to enter text.