

Budget, Planning & Analysis Statistical Services for UW-Stout Students

Administration Building – Room 210

Contact:

Meridith Wentz
 Director of Budget, Planning and Analysis
wentzm@uwstout.edu
 phone: 715-232-5312

Susan Greene
 Statistical Consultant
greenes@uwstout.edu
 phone: 715-232-1638

Resources

Online Survey Tool	SPSS	Other
<ul style="list-style-type: none"> ❖ Qualtrics login ❖ UW-Stout Qualtrics support ❖ Qualtrics community support 	<ul style="list-style-type: none"> ❖ UW-Stout access via Keyserver software on all campus computers ❖ Online Tutorials: http://www.stat.tamu.edu/spss.php http://www.ats.ucla.edu/stat/spss/ http://pages.infinit.net/rlevesqu/spss.htm ❖ BPA support document for interpreting output 	<ul style="list-style-type: none"> ❖ Reporting statistics in APA style ❖ Sample size calculator

Services – services provided by the Statistical Consultant are free

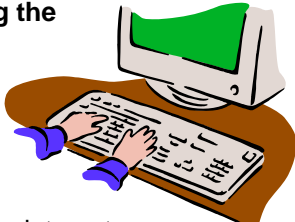
RESEARCH DESIGN CONSULTATION (occurs prior to any data collection)		
Student Provides	BPA provides	Timeline
<ol style="list-style-type: none"> 1. Research design plan 2. Research questions/thesis objectives 	Review of research design plan with revision suggestions based on <ul style="list-style-type: none"> ❖ Statistical testing needed to accommodate research design and research questions ❖ Sample size needed to accommodate research design and research questions ❖ Project timeline 	10 business days


FORMAT (DESIGN) OF INSTRUMENT*		
Student Provides	BPA provides	Timeline
Electronic file with <ol style="list-style-type: none"> 1. Research questions/thesis objectives 2. Survey questions 	Critique on <ul style="list-style-type: none"> • Design (layout/formatting/spacing) • Ordering of questions • Ease of gathering data for analysis • Content 	10 business days For online surveys, allow for additional time if want Qualtrics consultant to check the online version for errors (guidelines)
<ul style="list-style-type: none"> ❖ Student is responsible for entry and administration of their online survey. ❖ The UW-Stout Qualtrics consultant is available to help students with their online surveys -- see guidelines. ❖ Students may also contract with UW-Stout's Applied Research Center to have the survey put online and administered. 		
<p>*NOTE: This step must be completed BEFORE submitting the research proposal to Research Services for the IRB approval process and BEFORE a final printing of the surveys is made. Students are responsible for submitting all documents for IRB approval.</p> <p>Allow 10 business days for the IRB review process.</p>		



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SAMPLING		
Student Provides	BPA provides	Timeline
<ol style="list-style-type: none"> 1. Research questions/thesis objectives 2. Survey questions 3. Definition of survey population 4. Copy of project's IRB approval 	<ol style="list-style-type: none"> 1. Advice on <ul style="list-style-type: none"> • minimum sample size needed • how to increase response rate 2. Random sample of UW-Stout student email addresses 	10 business days

SETTING UP DATA ENTRY SPREADSHEETS		
Student Provides	BPA provides	Timeline
Copy of the survey questions	Excel data entry template with data entry instructions	10 business days
<p>Student is responsible for completing his or her own data entry, and for checking the data for accuracy.</p> <p>If desired, students may hire an outside party to do the data entry. Funding for data entry can be requested from the student research fund.</p> <ul style="list-style-type: none"> • Students are responsible for hiring an outside party to provide data entry or • Students may utilize the data entry services provided for a fee by UW-Stout's Applied Research Center. Allow 10 business days for Applied Research Center data entry. 		

STATISTICAL ANALYSIS			
<u>Step 1: Data Analysis Plan</u>			
Student Provides	BPA provides	Timeline	
<ol style="list-style-type: none"> 1. Research questions/thesis objectives 2. Survey questions 3. Copy of data set 4. Draft of data analysis plan – written after consulting with research advisor 	Review of data analysis plan with revision suggestions. Student shares revisions with research advisor.*	10 business days	
*An approved data analysis plan is required to move to Step 2: Data Analysis			
<u>Step 2: Data Analysis</u>			
Student Provides	BPA provides	Timeline	
<ol style="list-style-type: none"> 1. Research questions/thesis objectives 2. Survey questions 3. Copy of data set 4. Final data analysis plan that has been approved by research advisor 	<ol style="list-style-type: none"> 1. Data analysis outlined in plan 2. Brief report that includes data analysis plan and a summary of significant results 3. Highlighted SPSS output in MS Word format 4. Support document for interpreting SPSS output 	15 business days	
 <ul style="list-style-type: none"> ❖ The student is encouraged to share these documents with their advisor(s) ❖ The student is strongly encouraged to discuss (via office visit, telephone, e-mail) the project summary and SPSS output with the Statistical Consultant. However, the student, <u>with assistance from their research advisor</u>, is responsible for interpretation of the SPSS output results. ❖ If there are questions the research advisor, the graduate student and the Statistical Consultant can meet to discuss ❖ Follow-up statistical analysis is available upon request 			