Here are some answers to questions our committee has received this week. We hope this will make finishing your program survey a little easier:

- The technology we are using to collect your surveys limits per character, not word, so **the limit is 1000 characters, including spaces**. This should work out to be a little more than the 150 word limit we cited in the rubric: 150 words x 5.5 characters per word = 825. 825 + 150 spaces in between 150 words = 975 characters. We are allotting an extra 25 characters (or 4-5 more words).

- There is a little variation between the survey questions and the category column in the rubric. Answer the questions in the survey but use the rubric to understand how your answers will be scored.

- Scores will be shared back with programs as part of the process.

- Where timelines are not specified, use the timeline that makes the most sense for your program. Programs are different and the survey and rubric have been crafted to allow for and respect those differences (to the best of the committee's ability)

- While you are working on a survey, the results are saved and accessible from the same computer and browser where you had been working as long as the browser has "cookies" enabled. If you go home or to another computer or different browser, you won't see the saved partially completed survey (although it will still be saved on the server and accessible when you go back to that original PC/browser.

- You must work on and completely submit one program before you can start another one on the same PC and browser.

- There is no way to share the partially completed survey with others Use a method prior to submission outside the survey tool through something like Google Drive.

- Please do not include html links in your answers. The committee will not have time to follow them.

- Please remember to send a .PDF org chart to Audrey as instructed in the survey Audrey Olson <audrey@d.umn.edu>.

The survey to collect program prioritization data can be found here: [https://umn.qualtrics.com/SE/?SID=SV_6eQB1h1NqET0kPb](https://umn.qualtrics.com/SE/?SID=SV_6eQB1h1NqET0kPb)