

Faculty, adjuncts, and staff,

As we begin a new academic year, many of you and your students will be engaged in conducting original research using human subjects. At times, the research includes surveying IU Kokomo students using online or in-person survey tools, and includes researchers making requests of the Office of Institutional Research (OIR) for distribution lists or administration assistance. In an effort to simultaneously support such research and balance the demand for surveying various campus populations, OIR has implemented a student survey policy, outlined below.

IMPORTANT: All surveys of enrolled IU Kokomo students that do NOT meet the exemption criteria on page 2 **MUST** follow this process to ensure successful administration of institutional and research surveys.

As a faculty or staff member, it is important that you familiarize yourself with the policy and deadlines outlined below. If you actively oversee student research involving surveys, it is your responsibility to communicate the following policy and deadlines to anyone hoping to conduct survey research using students as subjects:

	Fall	Spring
Request Deadlines	Monday, October 8, 2018	Monday, March 11, 2019*
Launch Dates	Monday, October 15, 2018	Monday, March 18, 2019

*Please note this is the Monday of Spring Break

The above deadlines ensure that respondents will have reasonable time to participate in surveys without interruptions from holiday breaks and finals, which can otherwise jeopardize response rates. It also provides ample time for researchers to review and analyze survey results prior to the end of the academic term if needed (such as when the research is being conducted by an upper-level student for a course).

Please note surveys administered by OIR are in addition to university-wide and system-wide surveys intended for various continuous improvement efforts and strategic initiatives. Though we work hard to reduce survey conflicts, some semesters are especially busy. **While OIR attempts to accommodate all survey requests, semesters where surveys are heavily scheduled may require some flexibility on the part of researchers. OIR reserves the right to suggest amendments to a survey's design, sample, or timeline if survey conflicts are unavoidable.**

Future surveys involving students are scheduled as follows, and are subject to change:

UITS Satisfaction Survey, Spring 2019, sample from all students

Title IX Climate Survey, Spring 2019, sample from all students

What can researchers expect from the Office of Institutional Research?

OIR will provide the following survey support for those conducting survey research:

- 1) **Helping researchers select appropriate populations or samples.**
- 2) **Helping researchers utilize best practices in survey research**, which may include assistance with survey development or minor survey editing in conjunction with the student if such a need exists.
- 3) **Managing the administration of surveys. In most cases, surveys involving all-student populations will be sent in a single email to all students on the launch date.** This single email will include descriptions and links to all surveys approved for the semester. A web page including this information will also be located on the Office of Institutional Research website. In instances where surveys are administered to more selective samples, the Director of Institutional Research and the student will collaborate to develop a survey administration plan.

What should a researcher do if she/he/they would like to survey students, faculty, or staff at IU Kokomo in a particular semester?

Researchers wishing to administer surveys online or in-person to campus constituents must contact Angela Smith, Director of Institutional Research, at koir@iuk.edu by the appropriate deadline above to request approval. At that

time, the Director of Institutional Research will review requests for surveys and provide initial feedback to the researcher prior to launching the surveys.

The request should include the following:

- 1) A copy of the survey instrument being used in research. If the researcher is a student, it is highly recommended that you, as a faculty or staff member working with the student, have reviewed this instrument prior to submission.
- 2) A copy of the survey invitation. A sample survey invitation is included in this email for reference. All survey invitations should include:
 - The researcher's contact information in case participants have questions or concerns.
 - The researcher's reason for surveying campus populations, which should include outlining the scope of their research and why this population was selected to participate.
 - A link to the survey, if the survey invitation is intended to be emailed.
 - Information on incentives to participants, if there are any.
 - A thank you to participants.
 - IRB information. If the researcher anticipates publishing or presenting the research externally, they must request Institutional Review Board (IRB) approval from Indiana University. This is a separate process from the survey request process, and should be completed beforehand. More information can be found [here](#). If IRB approval has been obtained for the survey instrument, the researcher must indicate they have received IRB approval in their invitation and include their approval number.
- 3) A description of the population the researcher is requesting to survey (all students, specific class levels, genders, majors, etc.) along with a justification for choosing that particular population for their research.
- 4) A description of how the researcher will safeguard, store, and destroy any contact information, responses, or other personally identifiable / sensitive data throughout the duration and at the conclusion of their project.
- 5) If a survey is about an area within the responsibility of a university office, they must also discuss their project with a representative from that office prior to approval. For instance, if your student wishes to conduct a survey on student engagement across clubs or extra-curricular activities, they must meet with the Dean of Students to discuss the scope of their research and ensure their project is consistent with the goals of that office. The Office of Institutional Research can help determine which office(s) need to be involved, if any.

What survey efforts are exempt from the above policy?

In rare cases where the research is limited in scope, surveys do not need approval from OIR, though researchers are still encouraged to contact OIR. At times, we do find opportunities to scale up or collaborate on initiatives.

The following are instances in which a researcher will be exempt from the survey approval process:

- 1) If the researcher is surveying members of a club, class, or other small group in which they belong and the research conducted is primarily for the use of that group (e.g. officers from Women in Business would like to survey their members to determine what programming their members find most appealing).
- 2) If the researcher is conducting a survey regarding satisfaction with service, if carried out at the time of service and the research conducted is primarily to improve that service (e.g. a staff member from Advising wishes to conduct a survey on the quality of student experiences with the Office of Student Success and Advising for general improvement).
- 3) If the researcher is conducting a survey evaluating an event, if carried out at the time of the event and the research conducted is to improve that event (e.g. a student assistant in the Office of Career Services surveys students about what they learned in a career networking event the student assistant developed).

If a researcher intends to publish or present research findings outside of their area or group, their research is no longer considered exempt and they must seek approval from the Office of Institutional Research.

For additional questions regarding this student survey policy, please contact Angela Smith, Director of Institutional Research, at koir@iuk.edu.