

## Survey Request for Institutional Effectiveness (IE) Council Approval University of the Incarnate Word Form

This form is intentionally modeled after the UIW Application for Institutional Review Board (IRB) Approval. Please refer to the UIW IE Council Guidance for Surveys to Wide Audiences for details.

Complete this form if you want to conduct a survey beyond the students in a single section, or with the faculty of more than one school. Please bring or send a completed draft either to the IE Council chair or to the Research Officer, in the School of Graduate Studies and Research.

(PLEASE TYPE INFORMATION)

Title of Study:

College/School or Division/Discipline:

<b>Investigators</b>			
<b>Principal Investigator</b> - A UIW PI must be designated for all projects in which UIW is engaged in research.			
Name:	Phone #:	E-mail:	Address:
<b>Co-Investigator(s)</b> – List all co-investigators and provide contact information on each one			
Name:	Phone #:	E-mail:	Address:
<b>Faculty Supervisor</b> of Project, Thesis, or Dissertation			
Name:	Phone #:	E-mail:	Address:

<b>Research Information</b>		
These questions help determine whether a full IRB proposal will be needed prior to your survey.		
Purpose of Study:		
Number of Subjects:	Number of Controls:	Proposed START DATE and Duration of Survey:
<b>Does this research involve any of the following:</b>		
	<b>YES</b>	<b>NO</b>
Inmates of penal institutions	<input type="checkbox"/>	<input type="checkbox"/>
Institutionalized intellectually handicapped	<input type="checkbox"/>	<input type="checkbox"/>
Institutionalized mentally disabled	<input type="checkbox"/>	<input type="checkbox"/>
Committed patients	<input type="checkbox"/>	<input type="checkbox"/>
Intellectually handicapped outpatient	<input type="checkbox"/>	<input type="checkbox"/>

Mentally disabled outpatient	<input type="checkbox"/>	<input type="checkbox"/>
Pregnant women	<input type="checkbox"/>	<input type="checkbox"/>
Fetus in utero	<input type="checkbox"/>	<input type="checkbox"/>
Viable fetus	<input type="checkbox"/>	<input type="checkbox"/>
Nonviable fetus	<input type="checkbox"/>	<input type="checkbox"/>
Dead fetus	<input type="checkbox"/>	<input type="checkbox"/>
In Vitro fertilization	<input type="checkbox"/>	<input type="checkbox"/>
Minors (under 18)	<input type="checkbox"/>	<input type="checkbox"/>
For each "Yes", state what precautions you will use to obtain informed consent?		
How is information Obtained? (Include instruments and surveys proposed. <b>Attach copies</b> to this application.)		
Confidentiality – Are data recorded anonymously? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If answer is "No", how will the study subjects' confidentiality be maintained?		
Benefit of research:		
Possible risk to subjects:		
<b>Funding Source:</b>	<b>Funded by:</b>	<b>Grant Proposal Pending:</b> <input type="checkbox"/>
		<b>Not Funded:</b> <input type="checkbox"/>

**PLEASE ATTACH:**

- Proposed Survey
- Survey protocol
- Draft of email invitation to the survey participants

**SIGNATURES**

**Signatures are not required since the IRB application is now fully online.**

**1. BE SURE TO ATTACH A COPY OF YOUR SURVEY**

**2. SURVEY PROTOCOL**

The steps you propose for your survey need to include, at least:

- a) the intended survey population;
  - i. whether you hope to survey everyone in that population, or a sample of that group;
  - ii. if a sampling, how you propose selecting that sample.
- b) how the data will be used and the intended audience for the results.
- c) how privacy / confidentiality will be kept.
- d) an estimate of how long it will take a person to complete it.
- e) the time frame the survey will be available—start and finish.
- f) a link to the survey.
- g) your plan for incentives, if any.

### **3. DRAFT OF EMAIL INVITATION TO THE SURVEY PARTICIPANTS**

Your email invitation to prospective participants should be as simple as possible, while still making sure you:

- a. summarize **WHAT** the survey is.
- b. introduce **WHO**'s conducting it, and **WHY** it's important.
- c. explain **HOW** data will be used and the intended audience for the results.
- d. explain **HOW** privacy / confidentiality will be kept.
- e. include **FULL CONTACT** information if the respondents have questions.
- f. estimate **HOW LONG** it will take a person to complete it.
- g. include the **TIME FRAME** the survey will be available—start and finish.
- h. of course, include your **LINK** to the survey.

You can view one nice example here:

[http://nsse.iub.edu/pdf/survey\\_instruments/2012/NSSE2012\\_US\\_English\\_Web.pdf](http://nsse.iub.edu/pdf/survey_instruments/2012/NSSE2012_US_English_Web.pdf)