Survey Administration S.O.P. — Which research projects require a Survey Request Form? What role will IR&E play?

Exempt from IR&E Administration	Eligible for Expedited IR&E Administration	Requires Full IR&E Administration

Survey Request Form: Not Required
 	
• Evaluations, satisfaction surveys, or feedback requests collected upon completion of campus-based student services, events, etc. *when the data will only be used by the event sponsor for one-time or limited assessment purposes*
• Surveys of members of BU community where IRB-approved protocol requires confidentiality and Primary Investigator does not need access to student/staff contact info or demographics
• Class projects surveying students only within that class (Note: IRB approval may still apply)
• Data collection for administrative purposes
    o Interest sheets/sign-up forms
    o Event registration
    o Meeting scheduling (e.g. Doodle)
    o Dietary restrictions/preference
    o T-shirt size, etc.
• Nominations/voting on awards or prizes
• Surveys with highly sensitive data/purposes:
    o Food insecurity survey
    o Campus crime reporting tools
    o Concern for a community member
 	
Survey Request Form: Recommended
 	
• Class projects requesting deidentified (no PII) data for statistical exercises, e.g. BUSA-346
• Surveys where IRB-approved protocol requires confidentiality, but Primary Investigator needs access to BU student/staff contact information
• Faculty elections (FC, service & scholarship)
	Survey Request Form: Required
	
	• Research involving academic offerings and programs, social engagement, and/or other campus-based initiatives where (1) assessment or continuous improvement is the explicit goal, *but* (2) analysis and reporting of findings will be conducted by the survey sponsor rather than by IR&E. Examples include:
	    o Book in Common survey
	    o Community Engagement logging form
	    o Enrollment in non-credit internships, externships, job shadowing, etc.
	    o Field placement 360-degree evals in the School of Education
	
	Note: In this instance, an AFTSE staff member received training, earned a certification from Explorance, and AFTSE pays for an additional administrator license for Blue
	
	"Expedited IR&E Administration" requires at least one initial consultation with IR&E staff to establish sample size, date range, verbiage, etc.
	
	Later iterations of the survey may not require IR&E involvement whatsoever. However, the Survey Request Form is still required for each cycle to ensure inclusion in the campus survey calendar.
	
	Some expedited surveys can be run independently using Explorance BlueX, which is similar to cloud-based survey tools (SurveyMonkey and Qualtrics). BlueX is enhanced by IR&E-curated datasets with student contact information and can automatically append demographics and academic data to results sets—streamlining survey administration.
		Survey Request Form: Required
		
		• Research involving academic offerings and programs, social engagement, and/or other campus-based initiatives where (1) assessment or continuous improvement is the explicit goal, *and* (2) analysis and reporting of findings will be conducted by IR&E in consultation with the survey sponsor. Examples include:
		    o Course evaluations/SETs
		    o Field placement/clinical evals
		    o Student internship 360-degree evals
		    o Library utilization survey
		    o Campus climate survey
		    o Student satisfaction survey
		    o Employee satisfaction survey
		    o National surveys conducted by outside researchers or third-party vendors that will use Bellarmine students or staff as participants, e.g. NSSE, HERI, CIRP, IDEALS, etc.
		
		"Full IR&E Administration" typically entails end-to-end involvement by IR&E staff for each iteration of the survey or evaluation.
		
		These surveys and evaluations generally arise from major strategic, assessment, or compliance research e.g., accreditation/licensure, and must adhere to institutional effectiveness policies/best practices. They will follow an iterative cycle established by the survey sponsor in consultation with IR&E. The instrument itself is frequently evaluated and refined to ensure validity/reliability vis-à-vis the initial research questions.
		
		Explorance Blue is the preferred tool in this case.