

Student-Conducted Surveys, IRB and Requests for Email Addresses Meeting

Updated: Nov. 2, 2016 **Original Date:** Dec. 16, 2015

Participants: Makayla Patrick, Walt Seidel, Lynn Noland, Ken Pecka, Wendy Olson (note-taker and facilitator)

Policy: Only student-survey-email requests that have been approved by IRB will be granted and these will be granted only when the request is for less than the entire student population.

Purpose: To determine the best way for Christina, the network systems manager, to confirm IRB approval so that she can facilitate requests for random email addresses

Solution: Makayla has created a view in SharePoint that will allow Wendy to see the names of students who have submitted requests to the Institutional Review Board and who have had those requests approved. Wendy will work with this information and students to inform Christina when an approved IRB request requires that she generate an email list.

General information: Students in research classes (usually psychology and sociology; occasionally business) are required to conduct research and when their research includes human subjects, they seek approval for their research project through IRB by completing a SharePoint form. IRB reviewed about 100 requests this fall, but not all were for email surveys.

Limitations:

- Only three students' names can appear in the SharePoint view.
- Christina is able to provide emails for just a few classifications if students don't want a random selection of all current students. Those classifications are class level and student type. Students who need to limit their samples by other demographic information (e.g. all female students) must contact the registrar's office.
- Students who wish to send out surveys to the entire student population will need to make that request to the provost's office.
- Qualtrics allows 10,000 emails per week to be sent out through the Qualtrics email service.

Steps:

- Makayla has given Wendy read access to the IRB approval SharePoint site so that Wendy can see students' names and their IRB approval.
- Makayla has added a field to the SharePoint form so that Lynn and Wendy can see the number of subjects the students plan to recruit.

Note: There is ongoing concern regarding survey fatigue. Wendy will remind IRC members of this concern. She will continue to keep a spreadsheet of the various surveys going out to larger populations on the IR SharePoint site, using the IRB data she can now access in addition to our annual surveys, which are regularly scheduled.