



Submitter

Request to Distribute a Survey at Clemson University

Please use this form if you wish to distribute a survey to Clemson University students or employees. Survey requests are typically reviewed once a week.

Research involving human subjects is governed by the United States DHHS Regulations for the Protection of Human Subjects (45 CFR 46) and must also be reviewed by an institutional review board through a separate process. Please see the [Clemson IRB](#) website for more information.

If you have any questions, please reach out to us at surveys@clemson.edu.

Your Information

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>

Regarding this survey, I am a...

- Clemson employee (please enter department or unit)
- Clemson student
- Clemson alum
- Other Clemson affiliation (please explain)
- Not affiliated with Clemson

As a **student**, what is the reason for your survey?

- Research (thesis, dissertation, Creative Inquiry, etc.)
- Class assignment (enter course subject and number)
- Survey on behalf of Student Government
- Other (please explain)

You indicated that the survey is part of your **research** or a **class assignment**. Please enter the information for your sponsoring faculty mentor or instructor for this project.

Faculty First Name	<input type="text"/>
Faculty Last Name	<input type="text"/>
Faculty Email	<input type="text"/>

If your survey has a Clemson-affiliated sponsor, please enter their information.

Clemson Sponsor First Name	<input type="text"/>
Clemson Sponsor Last Name	<input type="text"/>
Clemson Sponsor Email	<input type="text"/>

Are you the primary administrator of this survey?

- Yes
- No

If you are not the primary administrator for this survey, who will be?

Primary First Name

Primary Last Name

Primary Email

Basic Questions

Name of Survey

Purpose of Survey

Proposed Survey Launch Date and Duration

Please select **all** of the following statements that apply to your survey:

The purpose of the survey is...

- for course evaluation.
- for course-related communication between you and students currently enrolled in your class.
- to obtain feedback **after** participants receive a service or participate in an event.
- related to University and/or programmatic accreditation.

The survey results may...

- may be used in publications or conference presentations.
- will lead to generalizable results (for instance, will be generalized for other organizations, programs or services, designed to draw conclusions, inform policy, or use to support future funding proposals).

The survey will collect...

- personal, demographic information from participants.
- data solely from a population of an underrepresented group, as determined by the focus of the study.

The survey will be distributed...

- to over 200 participants.
- only outside of the Clemson University community.
- only to members of a group who have opted into subscription and/or membership, such as a student club.
- The survey will be created or distributed by third party (such as a consultant).
- The survey is not voluntary (participants must respond).
- None of the above

Exempt Check

Surveys solely for the purpose of course evaluation or communication between an instructor and their class for instructional purposes are exempt from this policy. An example is surveying your students for the best time to hold office hours. However, if you plan to generalize your results or otherwise collect data which may be published or used to pursue funding opportunities, you should continue filling out this form.

Do you wish to continue with your request for survey review?

- No, I think my survey is exempt
- Yes, because the survey may lead to generalizable results
- Yes, because I'm unsure if my survey is exempt

Surveys which are **not** distributed to members of the Clemson University community are exempt and do not need to be approved for distribution. Please keep in mind that IRB review is separate and required for all research involving human subjects. See the [Clemson IRB](#) website for more information.

Do you wish to continue with your request for a survey review?

- No, I am only soliciting responses outside of the Clemson University
- Yes, because I am surveying Clemson University constituents
- Yes, because I am unsure if my survey is exempt

Sample

Who are the **recipients** of this survey **within Clemson University**?

Provide a detailed description of the sample. Include the target sample size, if known. Students, faculty, staff, prospective students, alumni, Board of Trustees, IPTAY members and parents/families are considered affiliated with Clemson University.

Example: "all undergraduate students who were enrolled in an ENGL course in Fall 2018".

Please note, requests to survey full populations will be reviewed closely. It is our belief that a well developed sample will increase reliability levels, avoid statistical bias, and result in higher levels of participation in your survey as compared to a population.

If you are **requesting to survey a full population** (e.g., all students), please give your reason.

Will this survey also be administered to others **outside Clemson University**? If yes, please describe the sample.

How will you **obtain your sample**? Select all that apply.

Note that distributing surveys through top-level Clemson listservs is highly discouraged and is subject to further scrutiny.

Clemson contact lists to which you already have access:

- Class roster
- Major or department/unit contact list
- Club or organization member list
- Some other contact list to which I already have access (please explain)

Samples from Institutional Research:

- I have already received a sample from Institutional Research
- I have already requested, but not yet received, a sample from Institutional Research
- I wish to request a sample from Institutional Research (please be thorough in your sample description above)
- Respondents will be solicited by means other than direct email (e.g., posted flyers, non-Clemson listservs)
- To be determined or unsure
- Other method not listed (please explain)

How will you be creating and distributing your survey?

Clemson University has licensed [Qualtrics](#) and [Baseline](#) as survey platforms. We highly recommend you use one of these for your survey.

- Qualtrics
- Baseline
- Unsure or TBD
- Other

Documents

Please upload any documents you feel could help us during the review of your request. Please note, Qualtrics only allows you to upload one file per box. If you have more than four, please feel free to email us at surveys@clemson.edu.

Survey Instrument (list of survey questions)

Survey Consent Form or Privacy Notice

IRB Application (if IRB review has not been completed)

IRB Approval/Exemption (if IRB review has been completed)

Other Documents

Qualtrics Terms of Use

Clemson University's Qualtrics [Terms of Use](#)

To use Qualtrics, Clemson users are asked to abide by the following Terms of

Service.

1. Qualtrics account holders and users must read and abide by Qualtrics's [Terms of Service](#).
2. Clemson University provides access to Qualtrics; however, responsibility for how individuals use the service resides solely with the individual.
3. Use of Qualtrics is governed by university policies and federal laws related to the use of human participants. Researchers must secure [Clemson Institutional Review Board](#) approval prior to administering a survey considered [human subjects research](#).
4. Users must abide by university policies and codes of conduct, state privacy laws and regulations, and federal copyright and privacy laws including but not limited to the Family Educational Rights and Privacy Act (FERPA) and other applicable laws and regulations. Additionally, student users must abide by all policies and codes of conduct as stated in the Clemson University [Student Handbook](#).
5. Users should not use Qualtrics to collect the following information:
 1. Protected health information (PHI) as defined by the Health Insurance Portability and Accountability Act of 1996 (HIPAA)
 2. Export-controlled data governed by ITAR or EAR
 3. Social security numbers
 4. Debit or credit card numbers
 5. Bank accounts or information with personal identification numbers (PINS)
 6. Passport or Visa numbers
 7. Federal tax information received or derived from the IRS (Publication 1075)
6. Use of Qualtrics for non-university related activities is prohibited. Qualtrics may not be used for personal or commercial gain.
7. When sending surveys, Qualtrics users shall ensure that affiliation is stated accurately. Individuals or groups shall not claim to officially represent the University itself in an official capacity.
8. Account holders may not share their log-in and password with others.
9. Account holders and users shall not use forms of unsolicited mass communication (including SPAM) in conjunction with the survey

service/tool.

10. Accounts associated with Qualtrics will be closed when the user leaves Clemson. Users are responsible for downloading and securing their data associated with Qualtrics.
11. Student violations of this Terms of Use or Qualtrics's Terms of Service will be handled in accordance with the [Computer Acceptance Use Policy](#). Employee violations will be handled in accordance with the [Acceptable Use of IT Resources Policy](#).

I have read and agree to Clemson University's Qualtrics Terms of Use.

- Yes
- No

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