

# CONDUCTING SURVEY RESEARCH AT UVU

Institutional Research supports researchers collecting data from UVU constituents.

Some ways IR can support these efforts include:

- Collaborating on survey projects with external individuals or agencies
- Adding specific questions to the Fall or Spring Student Opinion Survey
- Providing randomized samples for data collection projects
- Consulting on survey design, methodology, and/or data analysis for research involving UVU constituents

## UVU POLICIES THAT YOU NEED TO KNOW

### UVU POLICY 132

#### WHY DOES IR CARE ABOUT MY SURVEY?

- To protect UVU students, employees, and alumni from being over-surveyed.
- To ensure University resources are used in ways that contribute to the mission of the University.
- To minimize redundancy in research efforts.
- To prevent confusion regarding the sponsorship of survey research.
- To consult (as needed) to improve the quality of research on UVU constituents.

#### WHY DOES IR CARE ABOUT MY SURVEY?

IR carefully controls how many surveys are administered to UVU constituents. IR encourages researchers to use samples as efficiently as possible. For student projects, IR provides a random sample of 300-500 students. For institutional, faculty, or other UVU-sponsored projects, larger sample lists can be provided. Only under very rare circumstances would the entire student body be surveyed at once.

#### WHAT TOOLS SHOULD I USE?

UVU has purchased a comprehensive online survey solution available to all students and employees. You can set up your account by visiting <http://uvu.qualtrics.com>. IR provides support for your research-related Qualtrics needs.

#### HOW WILL THE SAMPLE BE PROVIDED?

Survey samples are most commonly provided in a password-protected Microsoft Excel file sent to a UVU email account. (Passwords will be communicated separately.)

IF YOU ARE PLANNING ON CONDUCTING RESEARCH ON UVU CONSTITUENTS, WE CAN HELP.

Call us at **801-863-7923** or email us at [IR@uvu.edu](mailto:IR@uvu.edu).

## 1

### CONSULT WITH IR ON THE FEASIBILITY OF YOUR REQUEST

IR determines which research projects the University will participate in. In most cases, IR can make that determination immediately. In some cases, especially for studies involving sensitive topics, that determination may take a few weeks.

It is important that survey research of UVU constituents clearly identifies the purpose and identity of the researchers. If the "sponsorship" of your research is ambiguous, participants might mistakenly assume that UVU administration is collecting the data.

## 2

### APPLY FOR IRB APPROVAL

Those who have research projects that require approval from the Institutional Review Board (IRB) should request IRB approval prior to submitting a formal email request to IR for their survey sample. More information on the IRB can be found [here](#).

[Check example of an email invitation](#)

## 3

### MAKE A FORMAL REQUEST FOR SAMPLE

Formally request your sample at least **10 business days before** you plan to launch your survey.

#### THE SURVEY SAMPLE REQUEST FORM CONSISTS OF 3 IMPORTANT SECTIONS:

- **Gathering information on the nature of the research**  
This includes the audience, methodology, and a copy of your invitation letter. Most of these questions can be answered by uploading your IRB application into the form.
- **Completing a Data Use and Protection agreement**  
This document ensures that researchers are aware of the sensitive nature of these data and are aware of the university's expectations around its use.
- **Submitting your IRB authorization**  
Assuming your research is subject to the IRB, authorization must be submitted as part of your formal request.

ACCESS THE IR SURVEY SAMPLE REQUEST FORM

