

Why does IR care about my survey?

IR is interested in your research for many reasons;

- 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.

What size sample can I expect?

IR carefully controls how many surveys are administered to UVU constituents. IR encourages researchers to use samples as efficiently as possible. For student projects, we provide 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 we survey the entire student body 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.)

Are there UVU policies that I need to be aware of?

UVU POLICY 132

Institutional Data Collection and Research

4.2.1 IR is designated to respond to requests for institutional data and/or requests for assistance in collecting data related to UVU constituents.

4.2.2 Researchers using institutional data will consult with IR. Researchers need not consult with IR on personal research, graduate/undergraduate research, and/or classroom-based activities/projects that do not require institutional data, and/or assistance in collecting data from UVU constituents.

4.2.3 Consultation with IR does not constitute IRB approval and may not substitute for IRB approval (*see UVU Policy 138 Institutional Review Board*).

4.2.4 IR will provide institutional data or assistance in collecting data related to UVU constituents only after the researcher has obtained IRB approval.

Institutional Research

Conducting Survey Research at UVU

Institutional Research supports researchers collecting data from UVU constituents. Examples of ways IR can support these efforts include:

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

If you are planning on conducting research on UVU constituents, we can help.

Give us a call at 801-863-7923 or email us at IRI@uvu.edu.

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CONSULT WITH IR ON FEASIBILITY OF REQUEST

IR determines which research projects the University will participate in. In most cases, IR can make that determination immediately. In some cases, on 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.

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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 the survey sample.

You can find more information on the IRB at <http://UVU.edu/IRB>

Example email invitation

Dear UVU Student,

You have been randomly selected and are invited to participate in our survey. This survey is a student project connected with our [your class listed here] and intends to measure opinions/attitudes regarding [your topic listed here]. Participation is voluntary, and all responses will be kept strictly confidential. The survey should take less than [X] minutes to complete. Thank you in advance for your participation.

Sincerely,
[your name and contact information]

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MAKE A FORMAL REQUEST FOR SAMPLE

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

The Survey Sample Request Form consists of 3 important sections:

- **Gathering information on the nature of your 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.

- **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.

The IR Survey Sample Request Form can be accessed here: https://www.uvu.edu/iri/studies/sample_request_form.html