Study (Surveys, etc.) Approval Process

Within the last couple of years there has been a significant increase in the number of surveys, interviews and focus groups administered across the Neag School of Education community. With the availability of new technology, it is anticipated that more surveys, interviews, and focus groups will be initiated. For example, we now have an on-line survey application, Checkbox, which allows researchers to e-mail surveys to potential participants. It is important that internal studies provide meaningful and reliable results, employ procedures to maximize response rates, and prevent study fatigue by respondents. To work towards the goal of maximizing the benefits of surveys administered, we encourage members of our community to do the following:

- Avoid the collection of duplicate information,
- Encourage the sharing of survey results with the school community,
- Reduce possible survey fatigue by limiting the number of surveys and coordinating the timing of surveys targeted to any one specific group,
- Maximize participation rates for critical school surveys through ongoing support, and
- Ensure that those who undertake survey research are aware of ethical practices for research involving human participants and have Institutional Review Board (IRB) approval as necessary.

With the advice of the Neag Assessment Committee, the Neag School of Education’s Office of Assessment has developed the following review process to manage the number of surveys and other projects directed to students and faculty; to ensure that these surveys and other projects are consistent with both the University’s and the Neag School of Education’s mission and priorities; to ensure that surveys and other projects meet ethical and legal requirements; and, to maximize student and faculty participation in these survey and other projects.

The Office of Assessment categorizes survey requests as follows: requests made from departments, faculty, and students within the Neag School of Education; requests made from other schools or colleges within the University of Connecticut; and finally, requests made from groups not affiliated with the University of Connecticut.

Studies within the Neag School of Education

If you are a student or faculty member with a program or department at the Neag School of Education, please submit a request to the Director of Assessment before you begin your survey. Students may submit a request to a faculty member who will review the study plan and submit it to the Director of Assessment. The written request should include the following information:

1. The title of your project
2. The main objectives of your project
3. A description of who will be invited to participate in the study
4. The dates you would like to start and complete your study
After review, the requestor will receive feedback from the Director of Assessment regarding the acceptance of the project. Please allow for a 7-day review process.

In addition, if approval from the Office of Assessment is granted, you may need to seek approval from the University of Connecticut Institutional Review Board (IRB). The IRB is responsible for monitoring all research at the University of Connecticut that involves human subjects. In some cases, research projects may be excluded from IRB review if they meet certain criteria. To learn more about the IRB review process, go to the University of Connecticut’s IRB website at http://irb.uconn.edu/application.html

**Individuals or Groups Outside of the Neag School of Education**

Individuals and organizations outside of the Neag School of Education who would like to invite members of the Neag community to participate in a research project must first contact the Director of Assessment. The written request should include the following information:

1. The title of your project
2. The main objectives of your project
3. A description of who will be invited to participate in the study
4. The dates you would like to start and complete your study
5. Specifics regarding the types of information the study seeks to collect—this might be best accomplished by including your survey

The Office of Assessment will work with three individuals such as a program coordinator, department head, and relevant faculty member to determine if potential stakeholders would be interested in participating in the proposed study. The Office of Assessment will communicate the status of inquiry to the requestor. Please allow for a 20-day review process.

**Research Projects Proposed by Organizations Outside of the University of Connecticut**

If there is a research project involving program, department, or school-wide information proposed by a faculty member, student, or organizations outside of the University of Connecticut, the following steps are recommended.

The written request to the Office of Assessment should include the following information:

1. The title of your project
2. The main objectives of your project
3. A description of who will be invited to participate in the study
4. The dates you would like to start and complete your study
5. Specifics regarding the types of information the study seeks to collect
6. A draft copy of the survey

The Director of Assessment will contact the dean and/or department heads to assist in making the decision. The Director of Assessment will communicate the decision to the requestor within 40 days.
Links

In the development of these guidelines, the following survey policies/guidelines were used:

http://www.dartmouth.edu/~oir/surveycoordination.html
http://www.plattsburgh.edu/policies/administrative/collegesurveycouncil.php
http://www.nyu.edu/ir/survey.policy/
http://www.stonehill.edu/x16175.xml
http://www.pugetsound.edu/about/offices--services/institutional-research/survey-policies-and-resources/puget-sound-survey-policy-and-
http://www.pvcc.edu/docs/policies/policy_survey.pdf
http://www.brynmawr.edu/grants/irb/survey.html
http://www.wnc.edu/institutional/surveyprocedures.php
http://www.ivytech.edu/institutional-research/resources/SURVEY_COORDINATION_POLICY_-_FINAL__APPROVED.pdf
http://www.mscd.edu/infotech/services/policies/policy20.shtml
http://www.highlands.edu/academics/academicaffairs/survey_policy.htm
http://www.princeton.edu/provost/institutional-research/survey-information/
http://my.gwu.edu/files/policies/InternalQuestionnaireAdminFINAL.pdf