Faculty of Graduate Studies and Office of Quality Assurance

and

Research Ethics Board

**Ethical review for surveys for Quality Assurance purposes**

The Research Ethics Board at the University of Windsor undertakes ethics review of all research involving human subjects, including funded and unfunded faculty research, graduate research, and administrative research.

This document outlines the requirements for REB approval applications for surveys to be conducted specifically as part of the University of Windsor Institutional Quality Assurance Process (IQAP), with the intent of creating a simplified process for such applications. Individuals considering such applications should contact the IQAP office for guidance (iqap@uwindsor.ca, ext. 2114, 2104) and submit this completed form prior to administering the survey.

Surveys that meet the requirements below will be reviewed by the IQAP Ethics Board (IEB), as delegated by the REB. Surveys that do not fall within the IQAP survey requirements outlined below must be submitted through the standard REB review process.

1. IQAP SURVEY REQUIREMENTS
* PURPOSE: the surveys will be used for assessment, management or improvement purposes as prescribed in the University of Windsor Institutional Quality Assurance Process (IQAP). It is expected that the scope of information to be gathered for the IQAP surveys will be limited, as outlined in the ‘Survey question samples’ section below.
* RESULTS: the survey results will be used exclusively for quality assurance purposes, as part of cyclical program reviews or new program proposals under Windsor’s IQAP.
* DATA: the survey data will be owned by the AAU that administers the survey activities. If data collected for the purposes of Quality Assurance activities is later proposed for research purposes, it would be considered secondary use of information not originally intended for research. In order to use the data from this survey for ANY other purpose, the administrators must seek REB clearance for the proposed new use, and demonstrate that those who complete the survey actively consented to the use of their data during the survey. The AAU will contact the REB for guidance.
* SCOPE: the populations to be surveyed may include current students, staff, faculty, alumni and community partners. Participants in the survey will be anonymous, and there will be no identifying information collected, including IP addresses of respondents, etc.
1. IQAP SURVEY DETAILS

**[please complete ALL sections below]**

1. **Name of Principal Investigator:…………………..Contact info (email, phone number):……………**
2. **Department Name:…………………………..**
3. **Survey purpose and description:**

[ ]  **cyclical program review** *[identify year of review cycle]*: …………………...

Survey purpose: *[provide a short description of the specific goals of the survey, e.g. student satisfaction survey; identify areas of curriculum improvement; assess teaching effectiveness; alumni job satisfaction feedback; etc.]* ……………………..

[ ]  **new program proposal** - proposed program name and degree designation:……………………..

Survey purpose: *[e.g. to identify potential student interest in proposed program, etc.]* ……………………..

[ ]  **other** *[please specify, e.g. proposal for a major program modification of existing program, etc.]*:……………..………………………………………………………………………..

Survey purpose: ……………………..

1. **Surveyed scope -** identify all populations to be surveyed:

[ ]  current students [specify, e.g. 4th year undergraduate; graduate only, etc.]………………….

[ ]  alumni: [specify, e.g. from which program(s) or AAUs]………………

[ ]  faculty members [specify, e.g. from which program(s) or AAU]………………

[ ]  staff members [specify, e.g. from which program(s) or AAU]………………

[ ]  community partners [specify]: ………………

1. **Survey question samples**

|  |
| --- |
| *No information of a highly personal or sensitive nature should be gathered.* *It is expected that only limited information will be gathered for the IQAP surveys (see below samples of questions used in previous surveys).*  |

Please identify/list ALL questions that will be included in your survey. Ensure that you have listed each distinct set of questions for each group identified in section 4 above:

……………………………………..

Sample questions:

* for new programs:

*If a new graduate/undergraduate program in…..were to be offered, would you be interested in applying?*

*Which of the following proposed areas/ specializations would you be most likely interested in applying:…..*

*Will the availability of a program at the University of Windsor influence your decision to pursue a doctoral program in ……?*

*Indicate which of the following you would consider to be key factors influencing your decision to seek Master’s/doctoral studies in…[discipline]……….in Windsor: (1) close proximity to home (2) affordable tuition (3)…*

* for cyclical reviews: alumni, graduating and current student satisfaction surveys:

*How would you rate your overall satisfaction with your program?*

*How would you rate your overall satisfaction with: availability of courses or electives; curriculum/program sequence; faculty teaching; availability of initiative for professional skills development; etc?*

*Please indicate your first post-graduation job placement: Industry / Academia/ Public sector / Other:…*

*Please indicate which of the following funding categories you have received during your program: OSAP/University and departmental scholarships/ GAs/ RAs / national and provincial scholarships*

1. **Confidentiality and anonymity of participants:**

|  |
| --- |
| *It is expected that identifying information will not be intentionally collected and will be removed. In the report the survey findings and data should not be presented in a way that makes individuals identifiable.* |

Will the participant be anonymous to the PI or anyone associated with the research? [ ]  No [ ]  Yes – please specify:…….

Will any identifying information about respondents be collected? [ ]  No [ ]  Yes – please specify and include a justification of the need to collect/retain the identifying information:……………….

What procedures will be used to ensure anonymity/confidentiality of participants?....................................

1. **Survey methodology:**

Describe how the survey will be conducted as well as the specific tools used:

* Online survey: e.g. Fluid Survey with no collection of IP addresses
* Email survey: ………………………
* Social media survey: Facebook, etc.
* Other:………………………………………….
1. **Survey data:**

Please identify:

* the name(s) of individuals and/or group(s) who will have access to the data:…………………………………..
* the name(s) of individuals and/or groups who the final results will be shared with:……………………………
1. **Data storage and security:**

Please identify how data will be stored. Describe procedures to ensure confidentiality of data and anonymity of participants. Provide information on length of retention and security of data:………………………….

1. **Recruitment:**

|  |
| --- |
| *It is expected that the survey will be conducted by individuals who are at arm’s length (e.g. if surveying a class, by someone other than the instructor).* |

Please describe how each group of participants will be approached:…………………...

Please append advertisement(s) used to approach potential participants must be appended to the application *[see the sample Recruitment LOI ]*.

1. **Consent Process**

Please describe briefly the generic consent process.

Please identify how consent will be obtained and documented:

[ ]  consent implied by submission of the survey

[ ]  oral consent.

**Signature of Principal Investigator**:…………………… Date:……………………………

**Signature of AAU Head/Faculty Dean**:……………………Date:…………………………