# UW logo Appendix B: Testing Qualtrics Participant Panel: Pilot Project

**Purpose of the grant funds:**

The University of Windsor Office of Research and Innovative Services and the Research Ethics Board are seeking to assess the use of Qualtrics’ participant panel and elicit researcher feedback on the functionality, ease of use, quality of data, value for money and future utility for the University of Windsor researchers.

**Instructions for Completing the Application:**

One copy of the completed and signed application form is to be electronically submitted:

To: Office of Research and Innovative Services – [ORIS@uwindsor.ca](mailto:ORIS@uwindsor.ca)

Deadline: **June 23, 2019, 11:59 pm.**

Applications must meet the following criteria:

1. The project must be currently underway with a cleared REB protocol;
2. The project must include an on-line survey using the Qualtrics platform;
3. The sample must be drawn from the general population with no additional screening;
4. At least one form of recruitment has already been implemented;
5. The pilot provides a proportion of the estimated sample, not the entire sample.

Researchers funded under this pilot will be expected to do the following:

1. Submit a Request to Revise to the REB for use of the Qualtrics Panel;
2. Document the experience of using Qualtrics Panel including ease of interaction with Qualtrics’ administration, timing of recruitment, quality of data, etc.;
3. Submit a final report on their experience in using the Qualtrics Panel for recruitment using the final report form that will be provided to all grantees.

Please complete the application below using 11 point font, single spaced. ***Please ensure all sections of the application form are completed; incomplete applications will be disqualified.***

# Testing Qualtrics Participant Panel: Grant Application

Date:

# Investigator Information

|  |  |
| --- | --- |
| First Name: | Last Name: |
| Phone: | Email: |
| Faculty: | Department: |
| Has this project received funding from another source: YES NO  Source of Funding: | |

# Project Information

|  |  |
| --- | --- |
| Project Title and REB #: | |
| Start Date: (day/month/year) | Projected End Date:(day/month/year) |
| Brief description of project (100 words): | |
| Brief description of target sample of participants (25 words): | |
| Current recruitment procedures (25 words): | |
| Total number of participants *recruited to-date*:  Total number of participants *needed for project*:  Total number of participants *to be requested from Qualtrics’ panel*: | |
| Please describe your experience with recruitment to-date including any difficulties, issues or concerns (50 words) | |

**University of Windsor Research Proposal Signature Page** 

# Testing Qualtrics Participant Panel

**Deadline: June 23, 2019 11:59 pm**

The Signatures below commit the relevant support at each level to the terms, conditions and administration of this grant, if funded.

|  |  |
| --- | --- |
| **Declaration of Principal Investigator** | |
| I certify that:   1. I will abide by University of Windsor policies and procedures governing research, including animal care, use of human subjects, radioisotopes, controlled goods & technology, and biohazards. 2. I will use the grant only for the purpose for which it is awarded. 3. The information provided in the application is complete and accurate. 4. I have given due representation and consideration for graduate student rights, conflict of interest and treatment of intellectual property. 5. I fully understand and accept the reporting obligations and other deliverables associated with this grant, including submission of a final report to the Office of Research Services within six (6) months of completion of this award. | |
| **Principal Investigator’s Signature:**  **X** | **Date:** |

|  |  |
| --- | --- |
| **Signature of Executive Director, Research and Innovation** | |
| I certify that:  1. The project will be performed in accordance with the policies and procedures of the University and the approved conditions of the sponsor.  2. The University will accept responsibility for the administration of the project funds. | |
| **Executive Director’s Signature:**  **X** | **Date:** |