UNIVERSITY OF WATERLOO
SURVEY ADMINISTRATION PROCESS

ARE MY SURVEY QUESTIONS AVAILABLE IN EXISTING SURVEYS?

YES
REQUEST SURVEY RESULTS FROM IAP
END

NO
DEVELOP A SURVEY

IS MY SURVEY FOR ACADEMIC RESEARCH?*

ACADEMIC RESEARCH
SEND REVIEW PACKAGE TO THE OFFICE OF RESEARCH ETHICS (ORE) FOR APPROVAL

OTHER SURVEYS
COORDINATE TIMING WITH IAP
SEND REVIEW PACKAGE TO IAP FOR APPROVAL

HOW TO ACCESS SURVEY POPULATION

REGISTRAR (UNDERGRADS)
GSPA** (GRADS)
ALUMNI RELATIONS (ALUMNI)
HR (FACULTY/STAFF)

SEND OUT SURVEY
SEND SURVEY RESULTS TO IAP
END

* IAP reserves the right to determine whether the survey requires additional ORE review
** Graduate Studies and Postdoctoral Affairs (GSPA)
1. Includes all other surveys as defined in the Tri-Council Policy Statement (TCPS2) such as quality assurance or assessment, administrative, program review and evaluation surveys.
2. IAP reviews all surveys according to ethical guidelines and may consult the Office of Research Ethics (ORE) for additional guidance.
3. Each data steward has its own procedures for how to send out surveys. Make sure to confirm survey procedures with the data steward.