SURVEY ADVISORY COMMITTEE (SAC) SUBMISSION FORM

Please complete the following.

Summary: [STUDY TITLE] _____

Brief Description	_For example: This study is conducted for the [PhD dissertation] of [name] at [University]. The proposed research aims to [X]. Survey questions examine: [X], [Y], [Z]_
Purpose	_Describe the purpose of the study_
Target Population	_For example: all spring 2023 undergraduate and graduate students_
Mode of survey administration	_For example: the electronic survey will be administered through Qualtrics using a single anonymous link or individual personalized links_
Average completion time	_For example: The survey will take approximately [X] minutes to complete_
Dates in the field	_Outline the survey open and close dates_
Incentives	_Describe the incentive(s) offered_
UW-specific questions permitted?	**Yes** **No**

Demographic data description [please provide a description for each section]

Purpose	• _How do you plan to use the data collected?_ • _What data is strictly necessary to answer the project/initiative/research question?_
Data Management	• _How will the data be stored? For example, it is recommended that sensitive data be stored on a secure server and password protected._ • _Who will have access to the data? Access to record-level data should be limited to only those individuals who require it to complete the analysis._
Confidentiality	_How will confidentiality be maintained? Wherever possible, it is recommended that individual identifiers (for example, student email and ID) be removed from the record-level data and replaced with a pseudo-ID._

Data Sharing	*How will any data be shared? If data transfer is required, how will it be transferred? How is a secure connection guaranteed? Will the data be encrypted before being transferred?*
Data Reporting	*How will data be reported? For example, it is recommended to report data in aggregate, summarizing in a way that no individual can be identified. This may include combining categories and masking small sample sizes.*

Notes:

- Will a general/individualized survey link be used?   **General link   Individualized link**

- If requested, will the results of the study be shared directly with the University of Waterloo when the study is completed?   **Yes   No**

- How will the survey be distributed?
  For example: Are invitation/reminder letters or mass emails sent to participants using a department list or coordinated by or using a list obtained from a Data Steward (Registrar's Office, Alumni Office, Graduate Studies and Postdoctoral Affairs)?
  For example: Is the survey link posted on a Waterloo website or distributed via social media etc?

  _____

- _____ [Name and email] will be a point of contact for questions during survey administration.

- How will incentives be administered (if applicable)?

  _____

Include as attachments:

- ☐ Copy of research ethics clearance (if applicable)
- ☐ Survey invitation/reminder letters (including mass email content)
- ☐ Survey instrument/Questionnaire
- ☐ Contest rules/privacy statement (all contest rules must be reviewed and approved by Legal & Immigration Services)
- ☐ Any website material or social media posts