

## SURVEY ADVISORY COMMITTEE (SAC) SUBMISSION FORM

Please complete the following.

**Summary: [STUDY TITLE]** \_\_\_\_\_

<b>Brief Description</b>	<i>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]</i>
<b>Purpose</b>	<i>Describe the purpose of the study</i>
<b>Target Population</b>	<i>For example: all spring 2023 undergraduate and graduate students</i>
<b>Mode of survey administration</b>	<i>For example: the electronic survey will be administered through Qualtrics using a single anonymous link or individual personalized links</i>
<b>Average completion time</b>	<i>For example: The survey will take approximately [X] minutes to complete</i>
<b>Dates in the field</b>	<i>Outline the survey open and close dates</i>
<b>Incentives</b>	<i>Describe the incentive(s) offered</i>
<b>UW-specific questions permitted?</b>	<b>Yes          No</b>

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

<b>Purpose</b>	<ul style="list-style-type: none"> <li>• How do you plan to use the data collected?</li> <li>• What data is strictly necessary to answer the project/initiative/research question?</li> </ul>
<b>Data Management</b>	<ul style="list-style-type: none"> <li>• How will the data be stored? For example, it is recommended that sensitive data be stored on a secure server and password protected.</li> <li>• 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.</li> </ul>
<b>Confidentiality</b>	<i>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.</i>

## WATERLOO | INSTITUTIONAL ANALYSIS & PLANNING

<b>Data Sharing</b>	<i>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?</i>
<b>Data Reporting</b>	<i>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.</i>

### 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?*

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- \_\_\_\_\_ [Name and email] will be a point of contact for questions during survey administration.
  - How will incentives be administered (if applicable)?
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### 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