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?   **Yes   No**

- 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?   **Yes   No**

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

- How will incentives be administered? _____

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