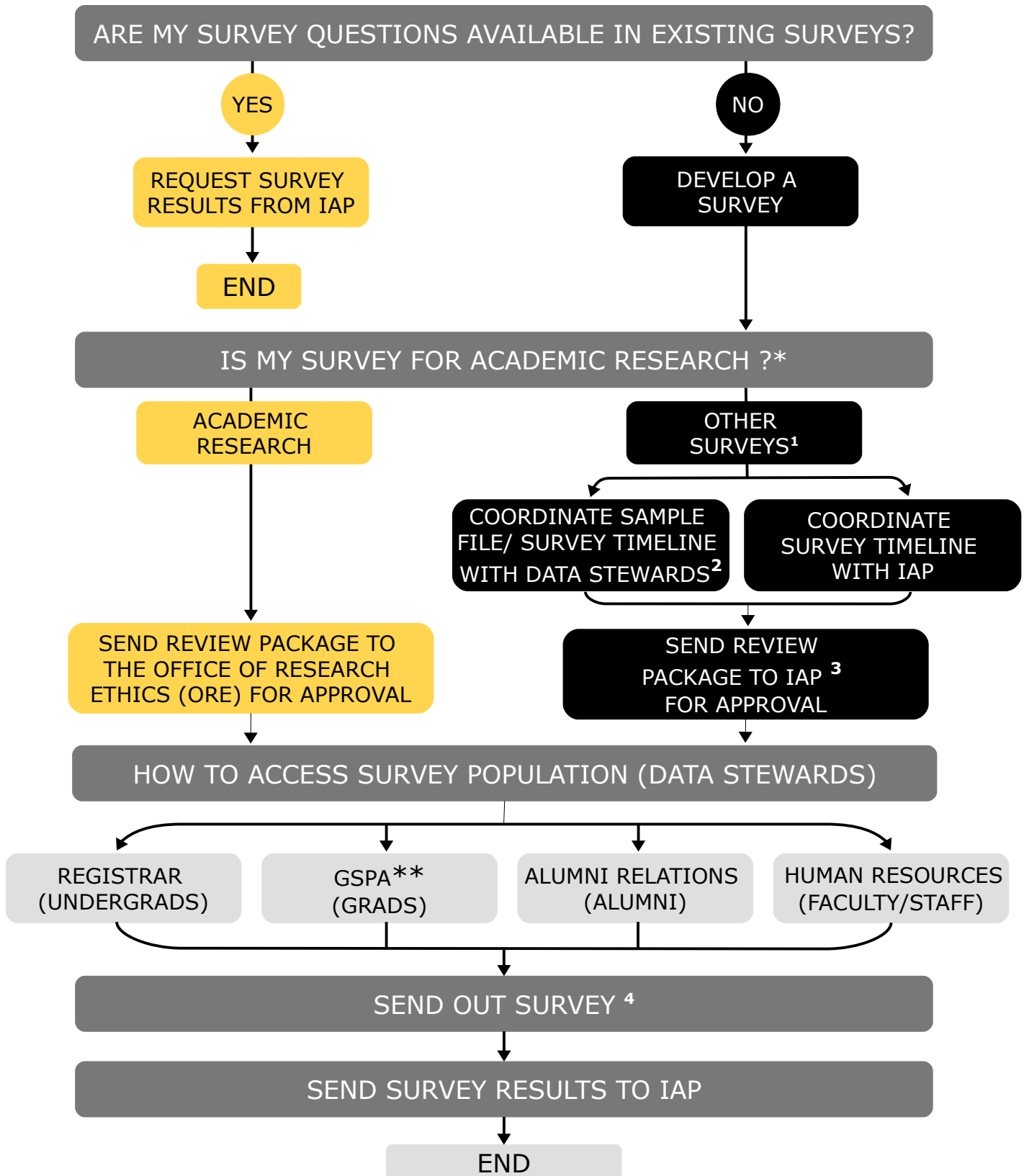


# UNIVERSITY OF WATERLOO

## SURVEY ADMINISTRATION PROCESS



\* 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. Data Stewards have the final decision on whether a survey can be administered at a specific time. Researchers should confirm population file and survey timing details with data stewards while connecting with IAP.
3. IAP reviews all surveys according to ethical guidelines and may consult the Office of Research Ethics (ORE) for additional guidance.
4. Each data steward has its own procedures for how to send out surveys. Make sure to confirm survey procedures with the data steward.