ST. EDWARD'S UNIVERSITY

Institutional Review Board

Quick Reference for Anonymous Qualtrics Surveys

This reference sheet will walk you through a few IRB-required steps to design your anonymous Qualtrics survey. You must already have your survey questions set up in the MyHilltop SEU version of Qualtrics, plus a basic knowledge of the form builder.

Overview

First, an *anonymous survey* is one that does not ask for any information that could potentially identify the participant. Information such as names, email addresses, phone numbers, etc. cannot be included in the survey questions. An anonymous survey also cannot collect location data or IP addresses from the participants. Creating the survey with these two restrictions in mind is your responsibility as the researcher.

Second, a *Consent Form* is required in the protocol. A consent form explains the rights of a research participant and fully informs them of what is expected during their participation. This form must be read and signed individually by each subject before their participation begins. The IRB recommends the SEU Online Consent Form Template so that no required wording or information is missing.

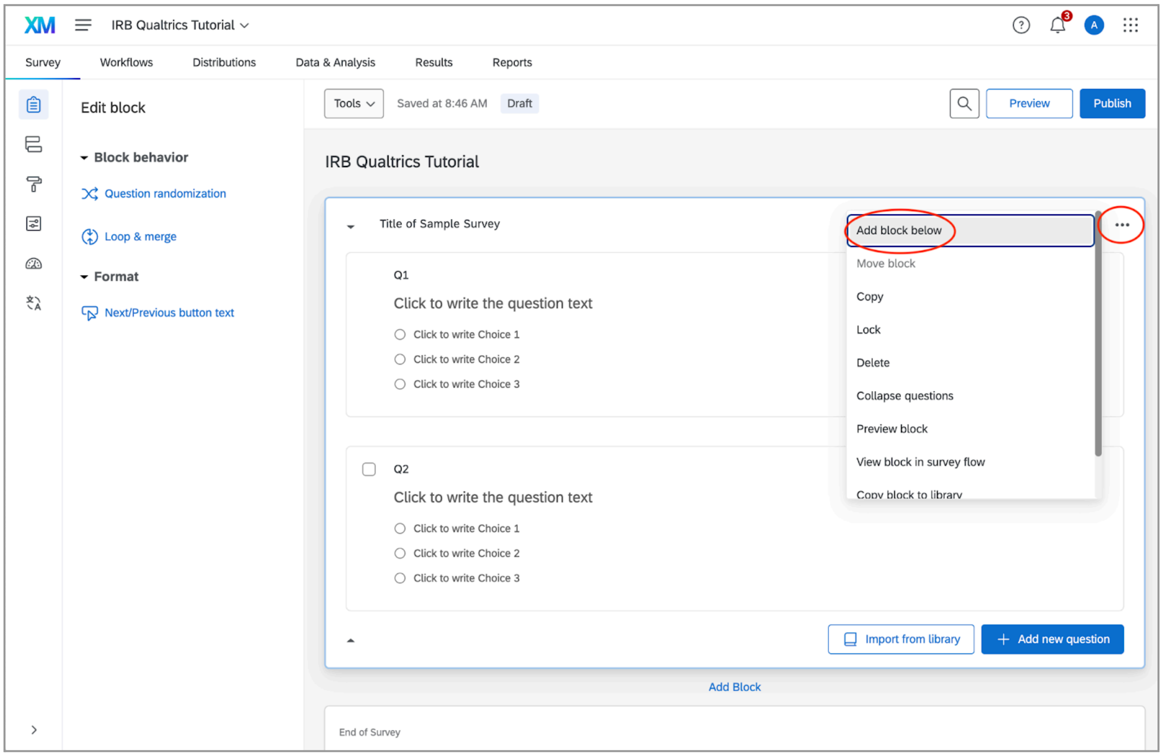
The IRB also requires that your online Consent & Survey have the SEU logo at the top of every page. For Qualtrics, make sure you are using the app through your MyHilltop account. The SEU design setting should be a default for all new SEU surveys. If you are using a different form-builder for your survey, here you can find SEU Logos and Guidelines for downloading.

For an online survey, instead of a signature, the Consent Form must collect agreement through a YES or I AGREE button. The Consent Form must precede the survey so the participant can first read the research conditions and select “Yes” or “No” to Consent. **A “NEXT” arrow is not sufficient for this step**. When subjects choose “Yes”, they will be routed to the survey questions. For “No”, the survey will end. In this way, the researcher ensures a digital agreement from each person, per IRB rules.

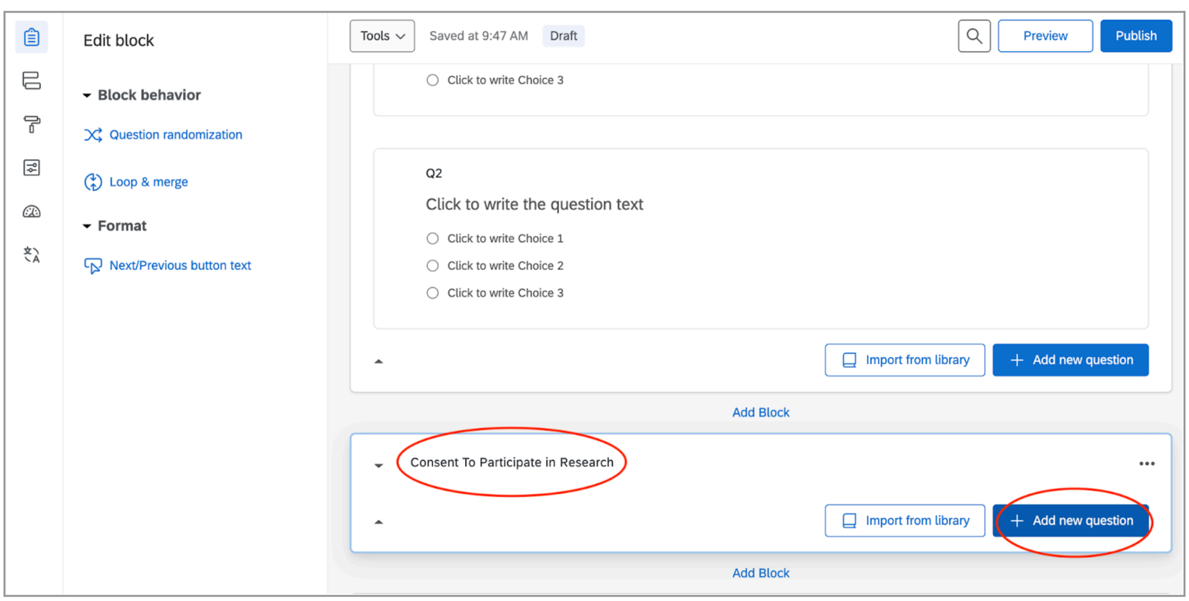
The next pages will have screenshots demonstrating how to add a Consent Form to a survey in Qualtrics.

Creating Your Consent Form

The IRB recommends using the Online Consent Template to create the Consent Form for your research. Once your Consent Form is ready, open your survey in Qualtrics and create a new Block. It will be added below the Survey Block.



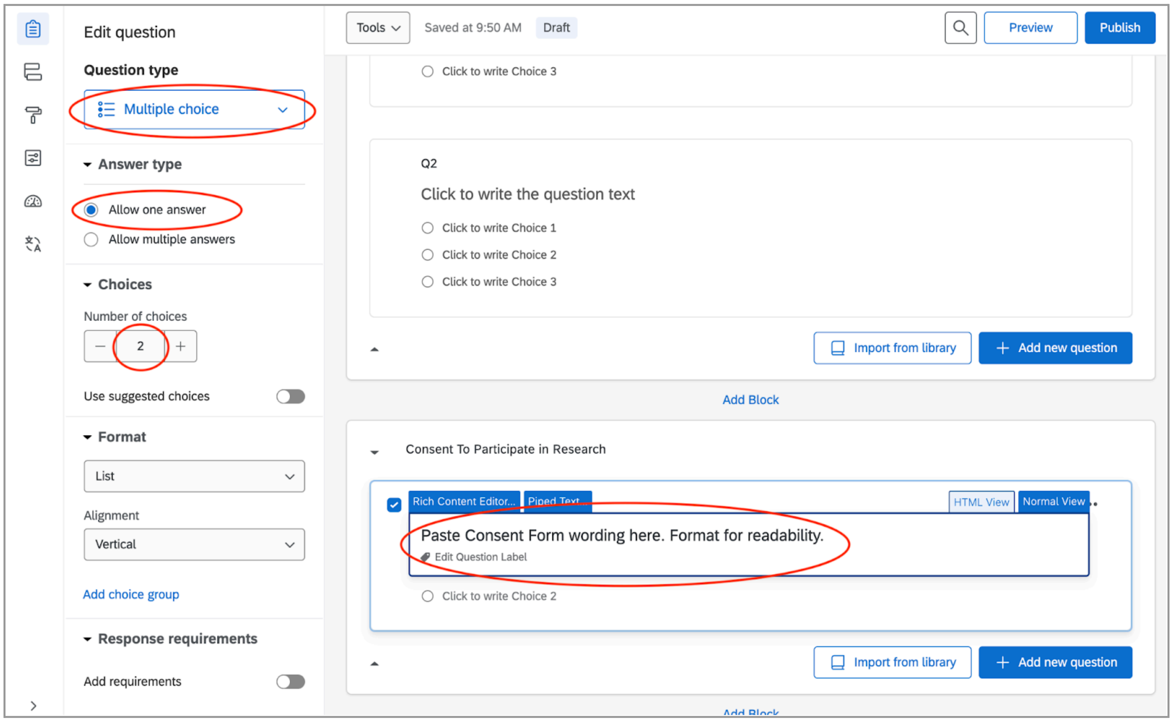
Title this new block "Consent Form to Participate in Research". Then click "+ Add New Question".



Select "Multiple Choice", then set the parameters in the left column, as shown in the screenshot below.

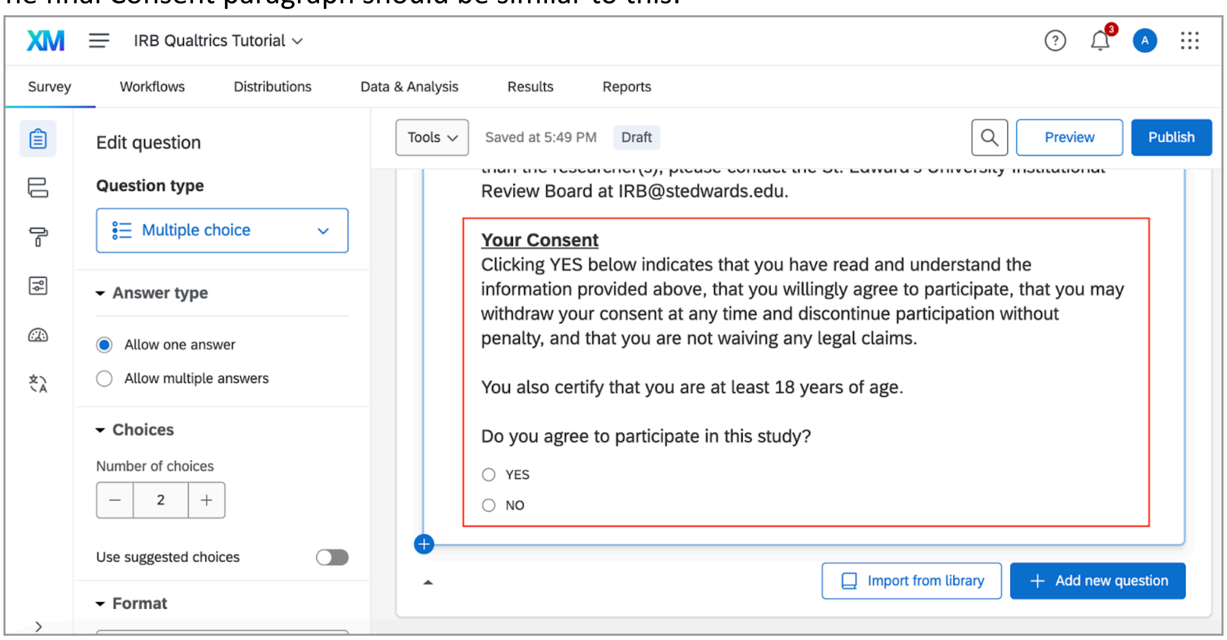
You will also need to open your Consent Form in a separate window and copy the text. Then paste that text into the new Qualtrics Block as indicated below.

Check and fix all of the formatting for readability. The IRB requires a clean, easy-to-read Consent form that is free of errors.

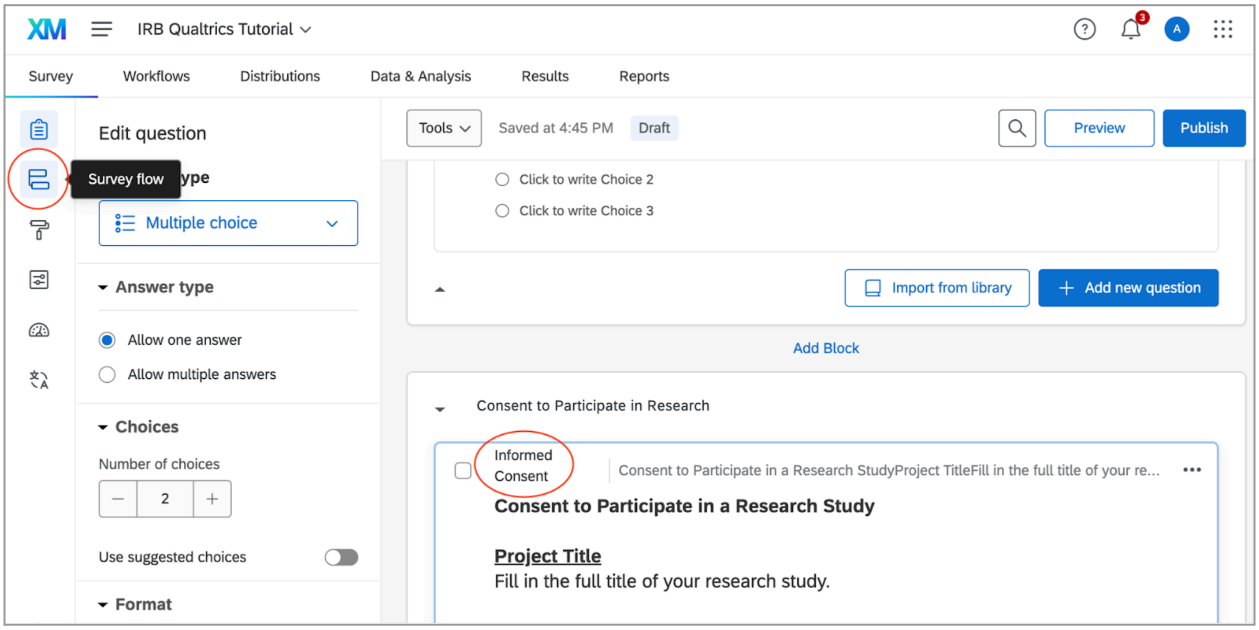


Edit the question boxes to YES/NO, or similar appropriate language to indicate two, clear choices.

The final Consent paragraph should be similar to this:



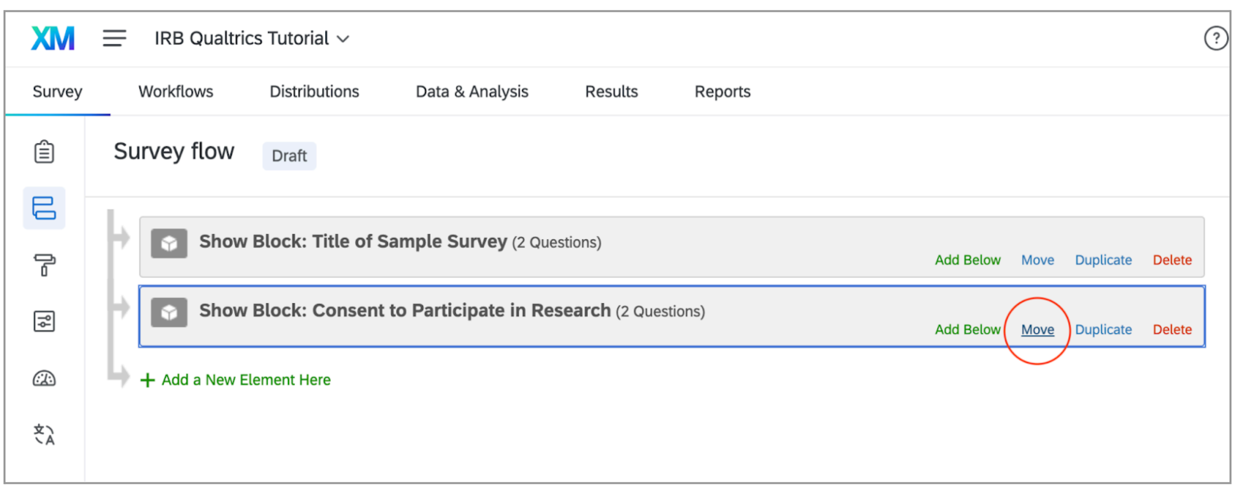
Now, go to the top left of this Consent Block and change the **Q#** to "Informed Consent". Then, click on the left menu item "Survey Flow".



The next set of instructions will help you organize your Blocks.

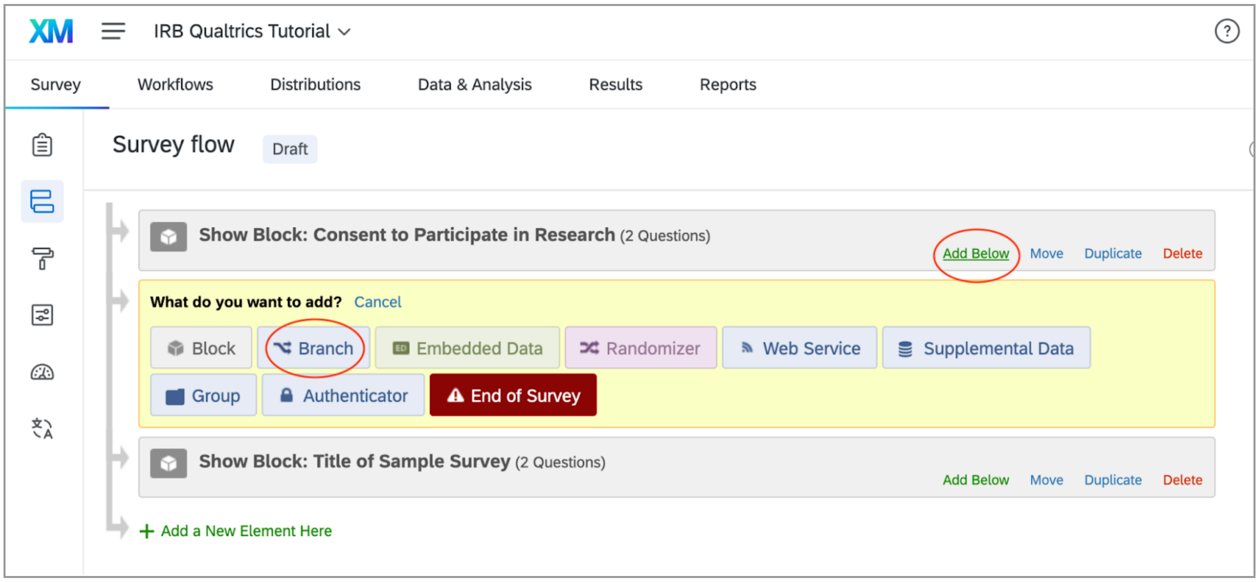
<u>Organizing Your Survey Flow</u>

In this Survey Flow window, find the Consent box. Click and hold "Move" and drag that box above the survey. You will see a green line indicating where it will be dropped.



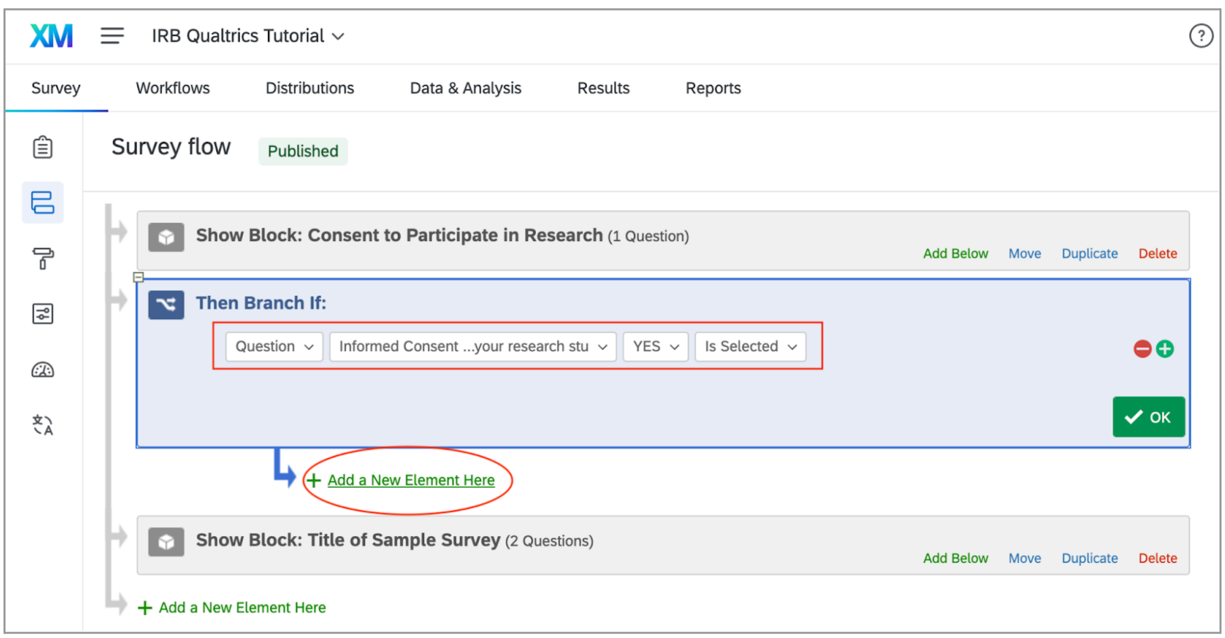
Now that the Consent Form precedes the Survey, you will need to set the conditions for when your participants click "Yes" or "No" on the Consent Form. For Yes, they must be routed to the survey. For No, the form must end.

In the Consent box, click "Add Below" and select "Branch".

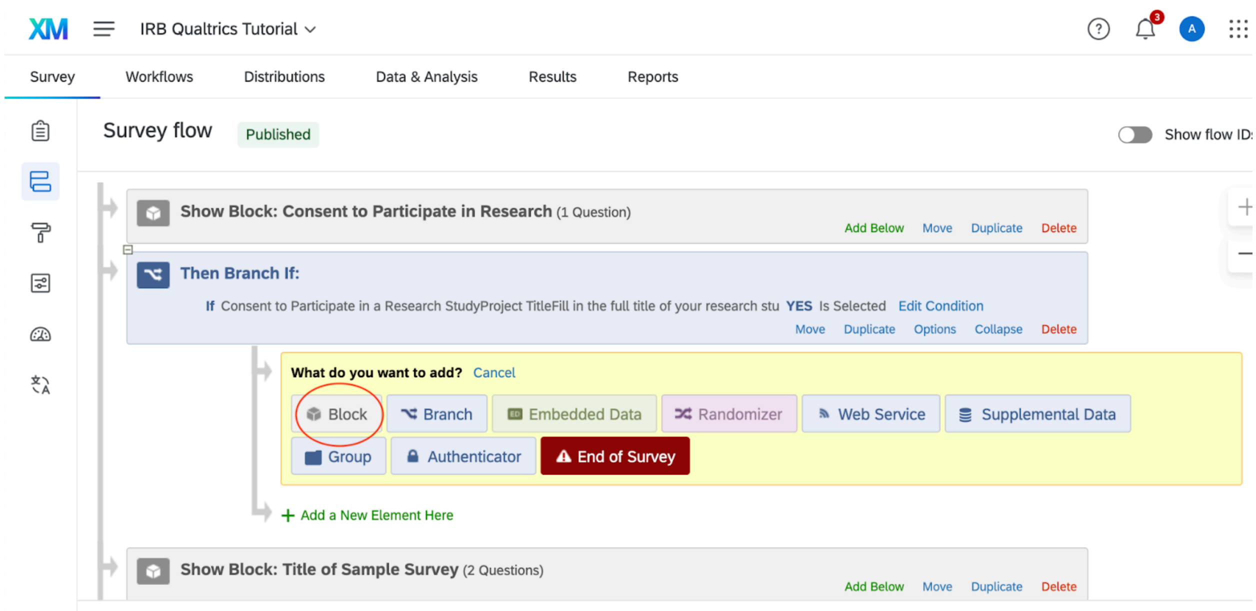


Click "Add a Condition". Then for "Select Question" choose "Informed Consent".

Then set up the remaining parameters as shown in the screenshot below. Click "Add a New Element" when it is ready.



Then select Block.

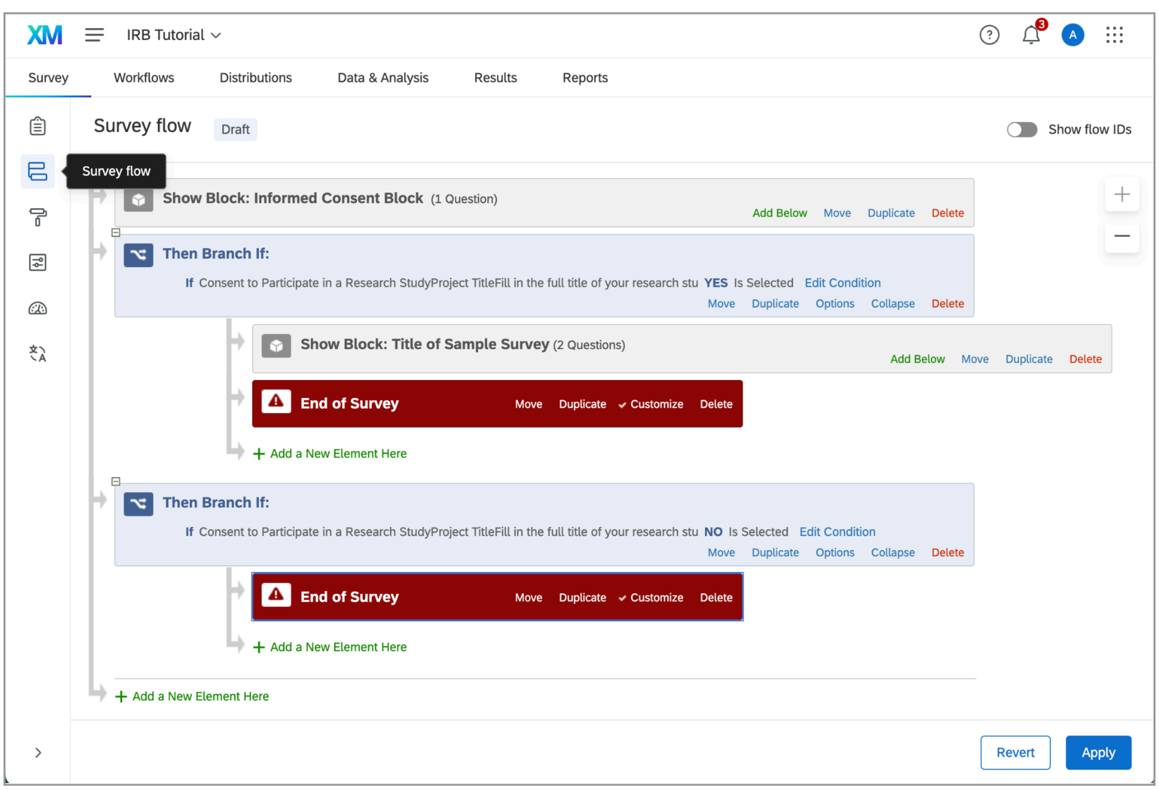


In the next dropdown menu, choose your Survey Block.

Then "Add a New Element Here" again under that, and select "End of Survey", so that your participants will see that message when they complete the survey.

Now you must follow the same directions as above, but instead of the "Yes" parameter, you set the "No" parameter. [In the Consent box: Add Below / Select Branch / Add a Condition / Informed Consent / No / Add a New Element / End of Survey.] So when the participant selects "No", the survey does not begin and instead they will see the End of Survey message.

Once you have set up your Survey Flow properly, this is what it should look like:

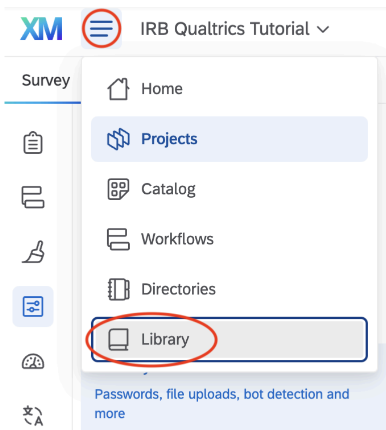


Check to see if there is an extra Survey box at the bottom of your Flow. If so, delete it.

Click “Apply” to save these changes. You should now “Publish” the survey and run a few tests to ensure that the flow works properly.

Customizing End of Survey

You can tailor your End of Survey responses for the different Yes or No branches. Custom text files can be created in the Library, found in the top left menu next to the XM.

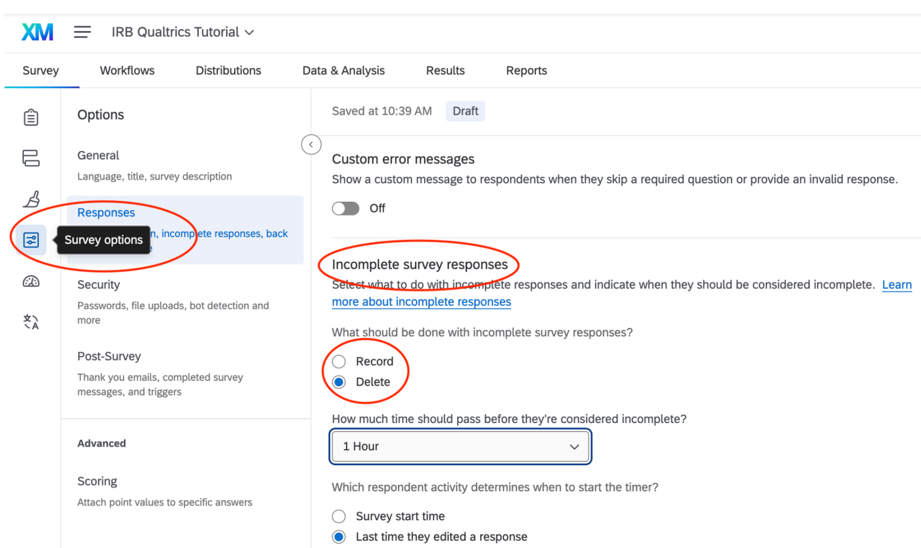


Use the Survey Flow menus to assign your different text files to specific survey branches. (A more detailed explanation is not included in this tutorial.)

If your protocols require a Debrief, you must have appropriate post-survey wording saved as “Debrief” in the Library and assigned after your survey ends.

Handling Incomplete Responses

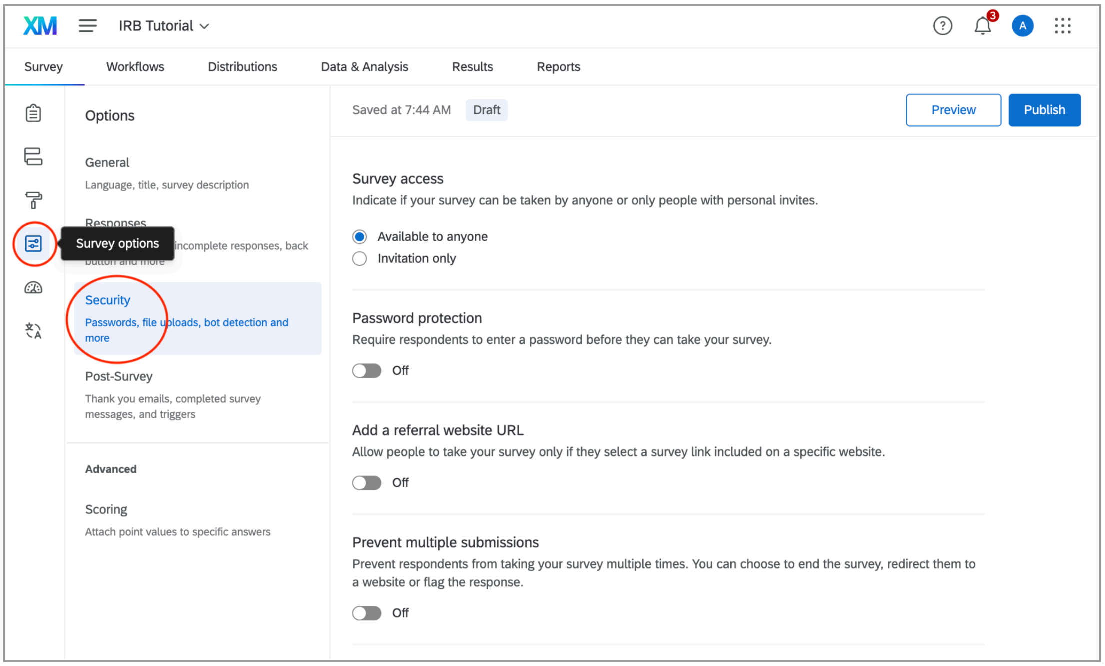
Now, select “Responses” from Survey Options.



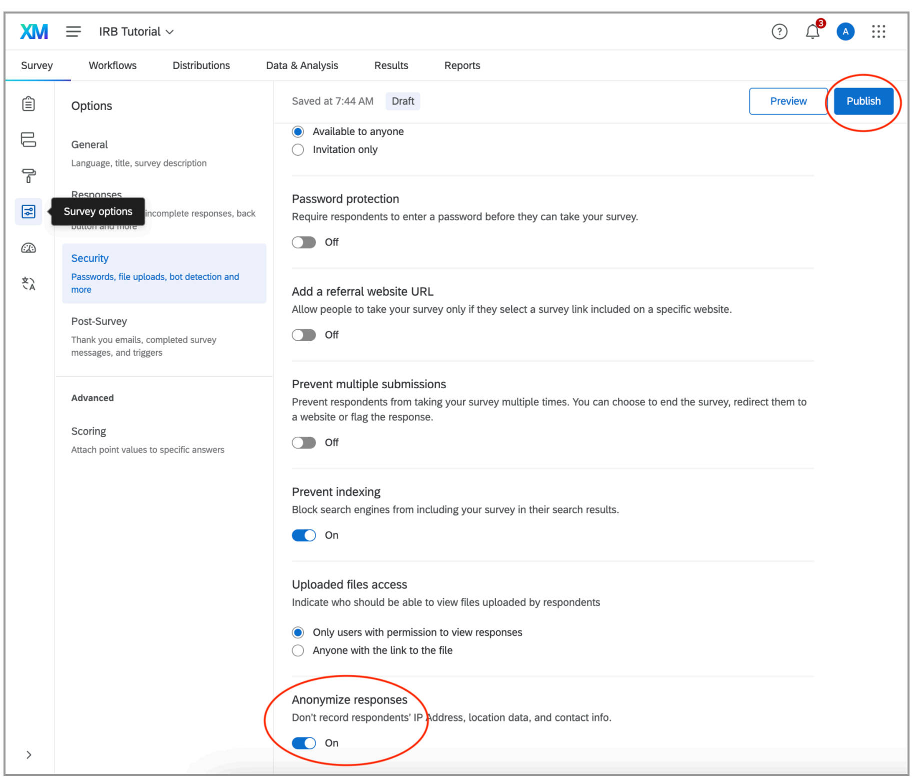
Your subjects are allowed to discontinue their participation at any time and exit the survey by closing the browser window. These incomplete responses must be discarded. Click the “Delete” button and select the amount of time required.

Anonymizing Your Survey

Next, select “Security” from the Survey Options window.



As shown in the screenshot below, scroll all the way down to find the “Anonymize responses” marker. Turn it on.



The IRB will be testing your survey functions, possibly multiple times, so consider allowing multiple submissions until your project is approved by the IRB.

Don't forget to "Publish" your survey after making all of these changes!

Once you have completed these steps, your anonymous survey will be fully IRB compliant.

Below is a link to the example IRB Qualtrics Tutorial Survey:

https://stedwards.co1.qualtrics.com/jfe/form/SV_cOY15yepWMfucyG