UNIVERSITY OF MINNESOTA

OSA Data Collection Review and Approval Process

Rationale

The Office for Student Affairs is committed to reducing survey fatigue, improving survey response rates, increasing the utility of data, protecting the rights of research participants, aligning data with the OSA Strategic Plan and Elevate Extraordinary 2030 Strategic Roadmap Imperatives, streamlining data collection administrations, and reducing redundancy across surveys, focus groups, or interviews.

Process

All OSA employees who are interested in collecting data from students, staff, faculty, or external audiences are required to share their plan with the The OSA director of Assessment prior to the start of the project. Please share instruments in need of approval **6-8 weeks** prior to when you would like to start data collection. When notification only is required please submit at least **one month** prior to your request to allow for feedback regarding time frame to minimize student survey fatigue and maximize your response rates. We also request that you share your data collection plan with your supervisor or unit/department lead.

Regardless of whether your project requires approval or notification only please remember to also submit any planned communications to the Office of Marketing and Communications (osamarcom@umn.edu) for approval.. Please plan around **1 week** for this process to take place.

The necessity for these submissions is based on the nature of the data collection that you intend along with whether or not the instrument you plan to use has already received approval. The table below outlines what requires approval versus notification.

Category	Examples	Approval Required?	Notification Required?
New Quantitative Research	Climate surveys, longitudinal studies, demographic assessments	Yes	Yes (via Approval Process)
New Qualitative Research	Focus groups, one-on-one structured interviews	Yes	Yes (via Approval Process)
Pre-Approved	Recurring annual surveys, "Legacy" scripts (unchanged)	No	Yes (Via communication with the Office of Assessment)
Administrative	Intake forms, event registration, check-in kiosks	No	No

Transactional	Immediate post-event satisfaction ("How was the food?")	No	No

Submit the following data collection plan information via the Qualtrics form below.

OSA data collection request form

Survey Items or Protocol Questions
All surveys must be administered via Qualtrics. You may share preliminary survey items via Google docs or Word and the Director of Student Affairs Assessment can assist you with programming the survey in Qualtrics. We will review survey items for redundancy with other surveys and assist you with formatting questions that align with institutional best practices, especially related to demographic questions.

Additionally, we will review the survey for questions that might be improved with different formatting or restructuring of language; for instance, up to 30% of students take large surveys on their phones and some survey items, such as matrix items, are not easy to view on phones.

The focus group or interview protocol questions will be reviewed to ensure that participants are not asked questions that may be harmful, invasive, or otherwise expose participants to unnecessary risks. The questions will also be compared against existing questions (or other sources of data that may already address the research questions).

Review Worksheet HRP-310 from the Institutional Review Board to determine if your survey is classified as "human research" by federal regulation standards. If you are unsure of the classification, please complete the "Human Research Determination Form (HRP-503)" in ETHOS. We recommend completing HRP-503 to ensure the protection of survey participants in the event your survey meets the criteria of human research.

Sample Information
Please share information about your intended sample, the sample size, and how you will retrieve contact information for your sample. Requests for emails and other contact information will be submitted to U-SAT by the Director of Student Affairs Assessment upon approval of the survey plan.

Sample size matters most when you want to analyze the data by different demographic groups. Please review the "rule of 10" policy at the University for information about reporting data with small cell sizes.

OSA Strategic Plan or Elevate Extraordinary 2030 Strategic roadmap Alignment
Please share information about how the data collected will align with the OSA Strategic Plan or Elevate Extraordinary 2030 Strategic Roadmap. If your data do not align with the strategic plans, how will the data support your unit and OSA?

Analysis Information
Please share your plans for analyzing the data collected from your survey and whether you may require analysis support from the Director of Student Affairs Assessment

Dissemination Information
Please share your plans for disseminating the results from your data collection, how you will use the results in decision-making, and the intended format of your dissemination (e.g., presentation, report).