Survey Registration Requirements

Policy Statement

All surveys should be coordinated by the Office of Research, Assessment and Planning.

Reason for Policy

The University does not want its constituents to face survey fatigue and receive unauthorized or unapproved surveys.

Who is Governed by this Policy

Faculty, Staff, Students

Policy

The university requires that the Office of Research, Assessment, and Planning (ORAP) coordinates the surveying of Adelphi’s students, faculty, staff, graduates, and alumni by use of a central survey tracking system. If your research includes distributing a survey to any of these aforementioned constituent groups, after you apply to and receive approval from the Institutional Review Board (IRB), you will need to register your survey with ORAP.

A survey (including those administered online, via email or on paper) must be registered if it is to be administered to any of the following groups:

- Currently enrolled students
- Formerly enrolled students
Recent graduates
Alumni
Faculty
Staff

The following surveys do NOT have to be registered:

- Anonymous questionnaires administered for purposes of evaluating participants’ satisfaction at an event
- Surveys of external populations (not affiliated with the University)
- Surveys for a course assignment, under the supervision of the instructor, for which the target population can be contacted directly (such as the students in the course).

**Definitions**

This policy does not have definitions associated with it at this time. Upon periodic policy review this area will be evaluated to determine if additional information is needed to supplement the policy.

**Forms**

http://ecampus.adelphi.edu/orap/survey-registration/orap.php

**Related Information**

More information can be found on ORAP’s website

https://portal.adelphi.edu/group/orap/

**Policy Owner**

Name: Nava Lerer, Ph.D.
Phone Number: 516-877-3236
Secondary Contacts

<table>
<thead>
<tr>
<th>Contact</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lori Hoeffner, Ph.D.</td>
<td>516-877-3232</td>
<td><a href="mailto:hoeffner@adelphi.edu">hoeffner@adelphi.edu</a></td>
</tr>
<tr>
<td>Mary Cortina, Ph.D.</td>
<td>516-877-3259</td>
<td><a href="mailto:cortina@adelphi.edu">cortina@adelphi.edu</a></td>
</tr>
</tbody>
</table>

Document History

- Last Reviewed Date: September 2017
- Last Revised Date: September 2017
- Policy Origination Date: 2009

Who Approved This Policy

The Office of the Provost approves, and updates this policy.

Tags

Research, Faculty, Staff, Students