

SURVEYS PROCEDURES

These procedures apply when approval from the assistant to the president for assessment and planning (APAP) is required to conduct a survey, per the [Surveys Policy](#).

Timing

Survey proposals should be submitted at least two months before the anticipated survey open date.

Approvals

There are potentially three types of approvals for conducting a survey (see Figure 1): 1) approval from the APAP, 2) approval from the Institutional Review Board (IRB), and 3) applicable university officials.

If the requestor will share data or information publically or outside the university (publications, conference, etc.), IRB approval must be obtained before administering the survey.

1. APAP Approval

The first step in the process is for the survey requestor to email their survey proposal to the APAP at surveyapproval@byu.edu.

The requestor must submit the following information and documents:

- Requestor(s)
 - Name
 - Campus affiliation (if applicable)
 - Off-campus organization (if applicable)
 - Email
 - Phone (primary)
- The survey's objective(s)
- How the resulting data will be used and shared, including whether or not the results will be published off-campus.
- The intended survey population(s)
- Sampling strategy
- Is IRB approval required (Y/N)
- Timeline, including pre-notifications and reminders
- Copy of instrument

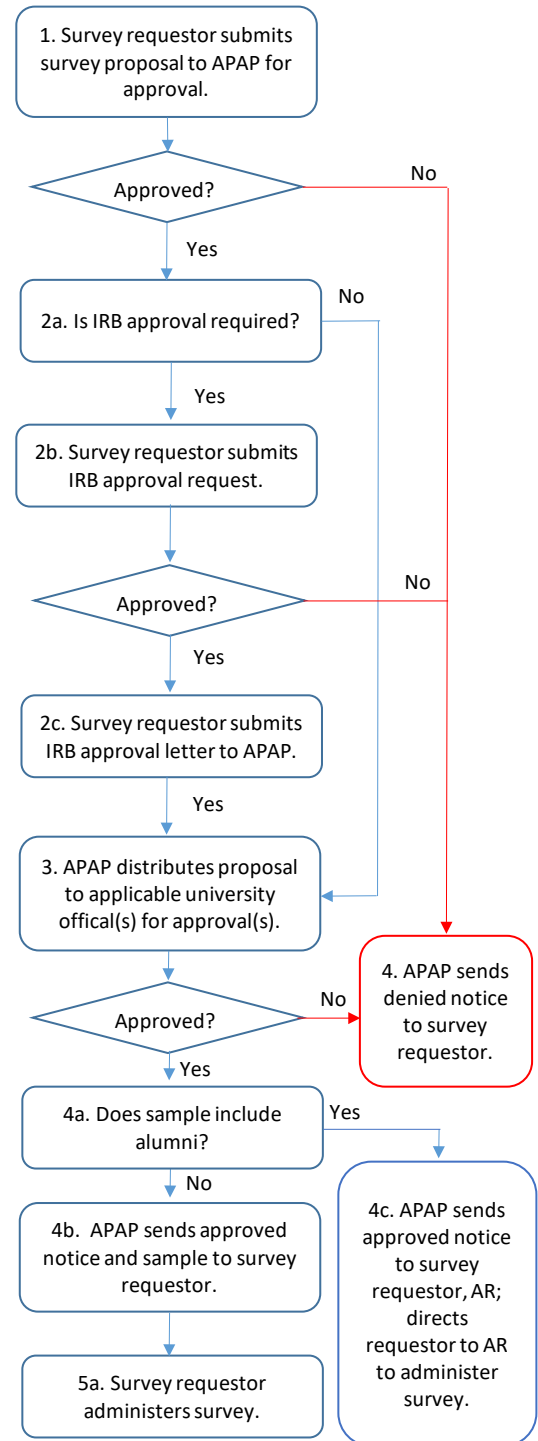
2. IRB Approval

[If required](#), the survey requestor submits an approval request to the IRB. (This approval should only be sought after the APAP grants approval.)

The IRB request process for BYU faculty or BYU personnel is as follows:

- a. Submit an IRB application (<https://irb.byu.edu/>).

Figure 1. Survey Approval Process



- b. Go through IRB review.
- c. IRB approves the study contingent upon university approval.
- d. If the request is denied and the requestor wishes to continue with the research, the requestor must submit a modification to the IRB to revise their study accordingly.

The IRB request process for an external researcher is as follows:

- a. Pursue IRB review and approval through their own institution.
- b. Submit their approved protocol, IRB approval letter, consent, and instrument to the BYU Human Research Protection Program (HRPP) (byu.hrpp@byu.edu).

After IRB approval is obtained, the survey requestor emails their institutional IRB approval letter to the APAP at surveyapproval@byu.edu.

3. Additional University Official(s) Approval

After IRB approval has been granted (if required), the APAP will pursue applicable additional approvals for research related to the Church or Church members.

4. Notification

The APAP will notify the survey requestor when a survey request is approved or denied. APAP will provide non-alumni samples for approved surveys. Survey requestors with approved surveys intended for alumni are directed to Alumni Relations to administer the survey.

5. Administer Survey

If the sample does not include alumni, the survey requestor administers the survey. If the sample includes alumni, the requestor will need to contact Alumni Relations to pull the sample and administer the survey for them.

Unit Identification and Use of BYU Identity Marks

BYU policy and guidelines for unit identification and the use of BYU identity marks must be followed. See the [Surveys Policy](#) and the [University Trademark Protection and Licensing Services Policy](#). See the [BYU Brand Guide](#) for additional clarification.

Assistance with Surveys

Data may often be obtained without using a survey. If a survey is the most appropriate means of obtaining desired data, it should be designed to gather the intended data effectively. The following campus resources assist with survey design, content, procedures, and analysis:

[Center for Statistical Consultation and Collaborative Research](#)

The Center for Statistical Consultation and Collaborative Research offers statistical support to the university community while providing training to students in the Department of Statistics.

The center also promotes collaborative research between faculty members in the Department of Statistics and other disciplines, leading to joint publications.

[Institutional Assessment and Analysis](#)

Institutional Assessment and Analysis provide services and consultation regarding surveys for BYU academic units and academic support units (not for individual faculty members, administrators, staff, students, or class projects).