

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Administering Internal/External Surveys		SOP #: GA.023.00
Effective Date	2.7.2024	
Last Revision/Review	2.7.2024	

1. Purpose

This policy establishes the guiding principles for conducting internal/external surveys of Burrell College of Osteopathic Medicine students, faculty, staff, and alumni.

2. Related Policy/Authority

Institutional Data Security Policy IT.002

Human Research Protection Program Statement of Compliance B8530

3. Faculty/Staff Responsibilities

All Burrell College of Osteopathic Medicine students, faculty, staff, alumni.

4. Definitions/Abbreviations

Faculty and/or Staff: Any person employed by Burrell College and/or any person holding an active faculty appointment at Burrell College of Osteopathic Medicine.

Student: Any person who is currently enrolled at Burrell College of Osteopathic Medicine.

Alumni: A graduate of Burrell College of Osteopathic Medicine.

Survey Sponsor: A faculty or staff member who is employed by Burrell College of Osteopathic Medicine and/or a faculty holding a faculty appointment at the Burrell College of Osteopathic Medicine seeking to conduct a survey.

Survey: The gathering of information from Burrell College of Osteopathic Medicine students, faculty, staff, or alumni through questionnaires, interviews, and similar methods to make inferences about a population, typically for research purposes. This does not include the evaluation of an event by participants or teaching evaluation forms.

Third Party Collaborator: Any internal/external entity or individual participating in the collaborative survey effort.

IRB approval: A determination by the BURRELL(?) IRB that the survey has been reviewed and may be conducted at an institution within the constraints set forth by the IRB and by other institutional and federal requirements.

FERPA: Federal Family Educational Rights and Privacy Act.

Personal Identifiable Data: Any information that can be used to distinguish an individual or trace the identity of an individual.

5. Procedural Steps

Oversight and Approval of Surveys: The Office of Institutional Effectiveness, in consultation with the Office of Research and Sponsored Programs at Burrell College will serve as the centralized repository for surveys conducted by survey sponsors and/or by the approved third-party collaborator and administered to students, faculty, staff, and alumni.

Privacy and Confidentiality of Survey-Related Data:

Burrell College of Osteopathic Medicine upholds its rights to privacy, in compliance with FERPA. Requests from third-party collaborators to directly survey Burrell College of Osteopathic Medicine students, faculty, staff, or alumni will be denied. A third-party collaborator planning to administer a survey at Burrell College needs to collaborate with a member of the faculty or staff who will serve as the survey sponsor.

Requesting to Conduct a Survey:

5.1 Survey sponsors must ensure the use of survey-related data only in a manner that protects the confidentiality of individual survey responses. Gathering of Personally Identifiable Data must be limited to the minimum required to achieve the purpose of the survey.

5.2 All surveys are required to be reviewed and approved by the Office of Institutional Effectiveness in consultation with Assistant Dean for Research or their designee before being administered. The email request must include:

- 5.2.1: Copy of the final survey;
- 5.2.2: Survey Participants;
- 5.2.3: Purpose of the survey;
- 5.2.4: What tool (Qualtrics, paper, etc.) is being used to administer the survey;
- 5.2.5: What will you do with the information collected;
- 5.2.6: If the survey is confidential, how will you ensure confidentiality of the data;
- 5.2.7: How will the data be stored and destroyed.

5.3 If the Assistant Dean for Research or their designee determines that the proposed survey does not require approval from the Institutional Review Board (IRB), the survey request will be sent by the Office of Institutional Effectiveness to the Burrell College Dean for final approval to administer the survey.

5.4 Upon receiving a return email from the Burrell College Dean approving the survey for distribution, the Office of Institutional Effectiveness or their designee shall inform the survey sponsor of the approval by email.

5.5 If the Assistant Dean for Research or their designee determines that the proposed survey requires approval from the Institutional Review Board (IRB), the survey sponsor shall be informed by email. Such a survey cannot be administered until it has received IRB review and approval as applicable.

5.6 If the survey requires approval from the IRB, the survey sponsor must submit the survey to the Institutional Review Board (IRB) for further review.

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5.7 Upon receiving approval, the survey sponsor must distribute an announcement, copying compliance@burrell.edu and research@burrell.edu, to participants detailing the purpose, scope, and confidentiality measures of the survey, as well as providing contact information for questions or concerns.

5.8 For surveys requiring the collection and release of student Personal Identifiable Data, including email addresses and/or race or ethnicity information to the survey sponsor, along with IRB approval, approval from the Office of Institutional Effectiveness is also required. Survey sponsors can send a request to the Office of Institutional Effectiveness via <https://burrell.edu/administrative-services/human-resources/forms/data-request-form/>.

5.9 The survey sponsor is responsible for managing, storing, and destroying such data in accordance with Burrell College's Institutional Data Security Policy IT.002 and study protocols.

6. Reports/Charts/Forms/Attachments/Cross References

Burrell College of Osteopathic Medicine Research Activities that Require IRB Review and Approval
RSP.009

Internal Data Request GA.012

7. Maintenance

8. Signature

Approved by	2.7.2024
Department Head of Institutional Effectiveness	Date

9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date