Conducting Surveys On Campus: Process Flow Chart

*The process applies when survey is **not exempt** from review and approval is required to conduct a survey.*

Are you a Cal State LA faculty, staff, or administrator?

No → Please contact Office of Institutional Effectiveness (IE)

Yes ↓

Did you ensure the data you need does not exist?

No → Please check the Survey Repository

No ↑

Yes ↓

Is the survey within the scope of your role and/or responsibilities?

No → Does the purpose of the survey align with the university's mission, values, or strategic plan?

Yes ↓

Yes → (to Did you complete all required training)

Did you complete all required training (e.g., FERPA) to abide by Federal & University policies?

No → Please complete all required training → Training completed

Training completed: Yes → (to Did you obtain approval from applicable college(s)/ dept(s) and official(s)?)

Training completed: No → (to Survey request denied)

Yes ↓

Did you obtain approval from applicable college(s)/ dept(s) and official(s)?

No → (to Survey request denied)

Yes or N/A ↓

Did you obtain IRB approval?

No → (to Survey request denied)

Yes or N/A ↓

Did you submit the Survey Request Form?

No → Survey Request Form

Survey Request Form: Yes → (to Did you make revisions and obtain approval from IE?)

Survey Request Form: No → Survey request denied

Yes ↓

Did you make revisions and obtain approval from IE?

No → (to Survey request denied)

Yes ↓

Do you need assistance with sampling, administration or analyses of survey?

No → You may administer survey strictly as approved, with no changes, during allotted timeframe

Yes → Please consult with IE

Please note:

- Survey proposals must be submitted at least 90 days before the anticipated administration date.
- Please ensure appropriate approvals are obtained prior to submitting a Survey Request Form. IE may request documentations of approval (i.e., Cal State LA official(s), IRB).
- IE's approval DOES NOT serve as an alternative for review by IRB or other officials. Furthermore, IRB approvals does not guarantee that IE will approve a survey request.
- Surveys to entire population will not be approved.

FERPA explained:

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student education records. All campus constituents must comply with state and federal laws and University policies regarding access to, and use of, student education records.

If your data contains FERPA-protected information, you are responsible for understanding data and privacy protections guaranteed by both FERPA and University policies. Please visit IT webpage for more information regarding FERPA training.

IRB explained:

Any research involving the use of human subjects must be reviewed by Cal State LA's Institutional Review Board-Human Subjects (IRB) to ensure that the research is being conducted in a manner compliant with federal and University policy. If survey requestor will share data or information publicly or outside of the university (conferences, publication, etc.), IRB approval must be obtained.

Please visit the Office of Research, Scholarship, and Creative Activities for more information.

Approval Criteria

IE will consider various criteria when reviewing survey proposal including, but not limited to:

- Survey provides useful information for planning or improve programs or services
- Administration timeline does not impact other surveys and activities.
- Survey follows both the University and Federal policies for collecting and managing data.
- Survey is well-designed and of appropriate length.
- Clear steps are taken to ensure confidentiality of participants and responses.

For any questions or concerns, please contact the Office of Institutional Effectiveness at ie@calstatela.edu or (323) 343-2730.