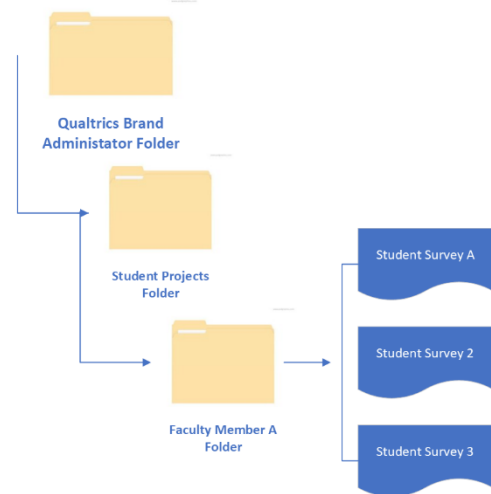




# Qualtrics Survey Guidelines for Faculty supporting Undergraduate Research

## Basic Guidelines

1. You will need to sign up for a free Qualtrics Account. The free account provides some features that fulfill your needs ([see free account features](#)). The account is required for collaborations on survey projects. Note: your students will need to have a free account as well to collaborate.
2. You will need to request a Qualtrics folder from Beckie Hermansen. She will set up this folder which will include the [Student Research Survey Template](#). All student projects under your supervision will be located in this folder.
3. You will need to communicate the name of each student project wanting a digital survey [to Beckie Hermansen](#) with the following information:
  - a. Name of student research project
  - b. Name of the student serving as the principal investigator or group/team leader
  - c. Email of the student serving as the principal investigator or group/team leader
4. Beckie will set up the basic framework of each survey and will send out collaboration invites to you and to the student serving as the principal investigator.
5. As the faculty advisor, you will have oversight on student survey development (content, grammar, distribution, and data analysis).
6. Faculty advisors over student research projects should have completed training involving human subjects research either through [CITI](#) or [HHS.gov](#).
7. Faculty advisors over student research projects are encouraged to explore the following Qualtrics trainings:
  - a. [Survey Basic Overview](#)
  - b. [Question Types](#)
  - c. [Results Reports Basic Overview](#)
  - d. [Distributions Basic Overview](#)



## Qualtrics Student Research Parameters

- Surveys for student projects will collect data only using anonymous distribution links.
- Data collection must end no later than **one week prior to the end of each semester**. This allows for all students to concentrate on their end-of-semester/finals preparation activities. It also affords the student researcher/team time to analyze the data and prepare their findings for presentation.

- All data collected by the student survey will be deleted the day after final grades are posted for the semester.
- All student collaborations will be deleted from survey projects the day after final grades are posted for the semester.
- Student surveys will be deleted from your faculty folder on August 1 of each year unless otherwise communicated.
- Student research projects will use a standard theme and not any of the Snow College themes or branding.
- Surveys associated with student research that requires IRB approval will not be set up until approval has been affirmed.

## What is a Qualtrics Free Account

- Qualtrics offers a [free survey account](#) that allows prospective users to get a sense of the Qualtrics platform as they consider purchasing a full license. The purpose of the [free survey account](#) is to provide an environment where the point-and-click user interface can be experienced by building a survey, distributing it, collecting a few responses, and experimenting with our analysis and reporting tools on the back-end. The Qualtrics [free survey account](#) allows for collaborations between Qualtrics users.

## What are the features of a Qualtrics free account

- You can only have 3 active surveys at a time
- You are limited to only 500 responses per account. This includes retaken and deleted responses.
- Surveys are limited to only 30 questions
- Question types are limited to multiple choice, text entry, text/graphic, matrix table, slider, form field, rank order, and side-by-side.
- Survey logic includes only skip logic, display logic, and branch logic
- No workflows are allowed
- Limited Look and Feel (theme/templates).
- [Other features/limitations](#)