

# Survey Distribution Policy

## Policy Statement

The purpose of this policy is to monitor the volume and appropriateness of survey requests made to all CoM students.

This policy applies to all CoM faculty and students. This policy also applies to researchers outside of the FSU College of Medicine wanting to survey our students.

The FSU College of Medicine (FSU CoM) wishes to ensure confidentiality standards, promote integrity of instruments to ensure utility of results, and protect our students from requests for an overabundance of surveys.

Data collection instruments/surveys that require review and distribution are those that include FSU CoM medical students as respondents and are:

1. Intended for scholarly research purposes.
2. Intended to gather data to inform the learning experience and environment.
3. Data collection instruments that are intended for scholarly research purposes will provide IRB documentation as part of the review process.
4. CoM will only consider the results of surveys taken in accordance with this policy.
5. Data collection instruments that do not require review are described as: surveys solicited by the administration including, but not limited to, official Dean's Office Surveys, course evaluations surveys, curricular surveys from the Office of Medical Education, Course Directors and their designees, or any other persons the Dean deems appropriate.

## Approval Processes and Procedures

Submitting a [SDR form](#) requires requestors to be able to respond to the following questions:

- a. Project Participants: Identify the faculty and students involved in the project.
- b. Project Background: Provide a brief background on how this project originated.
- c. Survey and Consent Details: List or draft the survey questions and consent form or information sheet as determined by the IRB.
- d. IRB Documents: Provide any IRB review/approval documents.
- e. Survey Distribution Plan: Explain how and when you intend to distribute the survey, how long it will be open for data collection, the distribution lists (DLs) you plan to use, and the number of email reminders about the survey.
- f. Use of Results: Explain how the results may be used or disseminated.

The timing of the survey release will be scheduled in relation to other open surveys and curricular activities. Every attempt will be made to release surveys in a first come first-serve fashion. To minimize the burden on students while recognizing the need for robust response rates the number of active surveys at any given time will be limited.

### Survey Distribution

1. May be initiated by students or faculty of the college (outside entities must first seek written approval from the Senior Associate Dean for Research & Graduate program (or their designee).
2. In all cases, evidence of IRB approval/exemption is needed before surveys may be deployed.
3. Before developing a unique survey, investigators should confirm that the information sought does not already exist in standard curriculum surveys and that no validated instrument exists in the literature. It is expected that the requested information does not duplicate that already available in the formal college evaluation surveys.
4. Surveys distributed online must utilize software approved by the Florida State University (e.g. Qualtrics or RedCap). These platforms have been vetted for confidentiality protections and data ownership issues. Other platforms (e.g., Survey Monkey, Google Forms, etc.) should not be used.
5. For each survey, an email will be distributed to students by the requester with the relevant information, with a reminder to be sent one week later. Surveys will be scheduled in two-week blocks.
6. Survey links should not be distributed via social media or QR code. Social media may be used to promote surveys but must refer students back to the original email notification for students to access the link.

*Related Liaison Committee on Medical Education (LCME) Standard(s)*

*3.5 Learning Environment/Professionalism*

*Policy Oversight*

*Senior Associate Dean for Research & Graduate Programs, Dr. Jin Xie.*