

## Surveys/Questionnaires and the ethics process.

**A survey or questionnaire is one of the most popular ways of collecting data from participants. If you are thinking of using this method, please consider the points below in your ethics application**

### Why can I only use UoS Qualtrics?

You should only use [UoS Qualtrics](#) for your survey/questionnaire and no other platform (such as Google forms, SurveyMonkey etc) as UoS Qualtrics is University supported and GDPR compliant.

[UoS Qualtrics](#) allows you to create surveys/questionnaires which allow everyone who takes part to do so anonymously if you apply certain settings e.g., turning off the collect IP address function.

You already have a [UoS Qualtrics](#) account which you can log into using your UoS email and password and used creatively, the platform can provide you with detailed and interesting data.

[UoS Qualtrics](#) provides you with an anonymous link to your survey which you can then share directly to participants or gatekeepers to share on your behalf. You then wait for participants to respond to your survey/questionnaire and UoS Qualtrics will tell you when you have responses in your account.

### Do I still need to submit an ethics application?

If this is a method you want to use for your research, you **must** complete an [ethics application](#) as you cannot collect any data from human participants without having received approval from your School Research Ethics Officer or the Social Sciences and Arts Cross Schools Research Ethics Committee.

In your ethics application, tell us what your research is about, why it needs to be done, who your participants will be and how you will recruit them. You should also attach a draft version of your survey/questionnaire. Even if this is not a final version, it allows the ethics reviewer to see what your participant will be asked and to see their experience when they take part in your research.

You should also attach to your ethics application a [Participant Information Sheet and Consent statements](#) which can then be pasted to the front page of your [UoS Qualtrics survey/questionnaire](#). This document tells a participant what your research is about, who you are, where the data you collect will be stored and who they should contact if they have any issues with your research. You should also state that all research data will be stored in your [UoS OneDrive](#) until receipt of your academic award (after this time, your UoS account is auto deleted).

If you are collecting data from an anonymous survey in your research and using no other method (face to face interviews etc), then provided you have given information in a [Participant Information Sheet](#) you can seek consent by using this statement: *'I understand that the anonymous data I provide in this survey/questionnaire will be used in this research project, and that I will not be able to request the withdrawal of my data after submitting the survey/questionnaire etc'* or similar. Make sure that participants have to actively click on a check box to show active consent.

### What if I am asking participants personal questions?

If you are asking participants questions which are particularly personal or about potentially distressing experiences, please consider what it means for a participant to consider and respond to such questions. You should also think carefully if an online survey is the most appropriate method

for this type of research, It may be the first time they have ever thought about an experience or even put into words their feelings about it. If your research does cover distressing or sensitive topics, please consider letting participants know the content of your survey/questionnaire beforehand and/or providing them with the contact details of support organizations after the final question (more details can be found [here](#)).

### **Can I use social media to share my survey/questionnaire?**

Researchers wishing to advertise a study on social media should upload a standalone study advert that takes those who may be interested directly to the study information sheet/details or to a dedicated study site created under a university account/e-mail; OR invites them to contact the researcher directly via a University of Sussex e-mail address. Researchers should NOT invite potential participants to make contact on the social media platform itself or via a personal e-mail address.

### **What do I need to attach with my ethics application?**

- Finalized version of [UoS Qualtrics](#) survey with questions/participant information at start/active consent
- or
- [Participant Information Sheet](#) (to be copied and pasted to the front of your [UoS Qualtrics](#) survey)
  - Consent Information (state you will use the statement provided above or provide a similar version)
  - Draft version of questions you intend to use.