

Requesting Permission for On-line Data Collection

Computer- and internet-based procedures are increasingly being used by researchers for recruitment of study participants and collection of data. As these new methods become more widespread in research, they present new opportunities for the dissemination of surveys to subjects while also introducing new challenges to the research participants. There has been growing interest in and demand for the use of email as a mechanism for distributing data collection methods including surveys to a wide campus audience. There is little doubt that the number of requests for access to large email distributions will continue to grow.

The Office of Institutional Effectiveness has developed the [Appendix G](#) for the collection of information from human populations through the use of online forms or surveys by members of the campus community. Research by colleagues at other institutions will be considered on a case-by-case basis, provided the research has been reviewed by the Institutional Review Board of the colleague's home institution. The primary purpose of [Appendix G](#) is to coordinate online data collection so that our students and faculty do not receive an overwhelming number of requests to participate in studies within an academic semester, resulting in survey fatigue. Information requested in the form include:

- Purpose of the study
- Timing of the study (including implementation dates)
- Sample Size and frequency of contacting participants
- Population to be sampled
- Rationale for sample size
- Other characteristics of the study which may affect participation
- Copy of the survey instrument
- Copy of research plan (if available)

If researchers wish to recruit SUNY Potsdam faculty, staff or students as participants in a study, permission to send emails to these groups or post surveys on campus affiliated sites must be approved by the Office of Institutional Effectiveness and the Provost and Vice President of Academic Affairs. Once the Office of Institutional Effectiveness has approved [Appendix G](#), the Provost will review the form and must grant final approval for the proposal to be submitted to the IRB. **All research conducted at SUNY Potsdam is subject to review by the College's IRB.** Approval of the IRB will be required before computer- and internet-based solicitation will be arranged by the staff of the Office of Institutional Effectiveness.

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