**Information for IRB/Human Subjects Approval**

**Title**: NASPA Consortium Residence Life Student Survey

**Brief Description**: The Residence Life Student Survey is one of the content areas covered in the NASPA Assessment and Knowledge Consortium. The student assessment covers the following topics:

* Status of residency (past and present)
* Importance of housing factors on decision to attend institution
* Extent of participation in residence life programming (e.g., attend events, plan events)
* Outcomes of participation in residence life programming
* Outcomes of experience as a resident assistant

The assessment also provides a detailed demographic section that will allow campuses to filter and view the data for certain sub-populations of students. In addition to institution-specific data, the Residence Life Student Survey provides comparison data for benchmarking with national averages and with peer campuses. By participating in this project, your institution is agreeing to have its data become part of the aggregate dataset. Institution-specific data is never revealed alongside the name of an institution. And all student data is only reported in aggregate.

**Background**: The study was designed by a working group appointed by ACUHO-I (Association of College and University Housing Officers – International) and NASPA (Student Affairs Administrators in Higher Education). NASPA has partnered with Campus Labs (formerly StudentVoice) to administer the study, store the data, and provide benchmarking reports.

**Population**: The study will be conducted at [name of college or university] with a sample of currently enrolled undergraduate students. No one under 18 will be invited to participate in this study. This study utilizes survey research, only. Participation in the survey is voluntary and respondents may choose not to respond to any questions that they do not wish to answer.

**Subject Recruitment**: Students will be invited to participate in the study through an invitation sent to their email address (see Appendix A). The email will contain a link to the online survey. Student email addresses will be obtained through the XXX Office (Registrar, IT, Institutional Research?). Participation is voluntary and students may skip any questions they do not wish to answer.

Given that this is an online survey, researchers will have no contact with participants, other than through the email invitation to participate. The email invitation will include the names and contact information of the researchers, so that students have a person to contact with any questions or concerns.

**Methods/Procedures**: All data collection will occur via an online survey. The survey will be open for approximately three weeks. In addition to the initial email, students will be sent two reminders via email. Survey completion is estimated at no more than 10-15 minutes, although some students may require additional time to complete the survey.

Researchers will have access to the data in real-time as it is being collected through a secure, password-protected reporting site. Data encryption and other measures will ensure the security of the data (see below for full security details). All data will be compiled in aggregate and no individual respondents will be identified. Data will be available through the online reporting site for an indefinite amount of time unless the campus instructs NACA/Campus Labs to purge their data.

Once all participating campuses have completed data collection, benchmarking reports will be available through the same secure, password-protected reporting site. At no time will a campus name be linked to any data reported in the benchmarking report.

Data will be analyzed using quantitative methodologies. In almost all instances, only descriptive statistics will be reported, however, when appropriate more advanced quantitative data analysis may take place.

**Informed Consent**: Students will be asked to provide their consent through the email invitation to participate in the survey (Appendix A). If having the informed consent in the email only is not sufficient, a separate start page will be added as the first page of the online survey that allows respondents to check a box that they understand that they are providing their informed consent.

**Anonymity/Confidentiality**: No individual response to the survey will ever be identified in any report. Rather, all resulting data will be reported in the aggregate. To allow for reminder emails to be sent to only non-respondents, the survey is not anonymous. Each possible respondent is sent a unique link that is tied to their email address. However, all identifiable information will be visible only to the email server and is blocked from viewing by all others. The administration of the survey can be dictated by institutional requirements related to anonymity and confidentiality in that all reminders can be sent to the entire sample if the campus does not wish to have unique/identifiable links sent to each possible respondent.

**Risks/Benefits**: While survey research presents minimal risks, students may be uncomfortable answering some of the questions. Participation is voluntary. Students may opt to skip any questions that they do not wish to answer. If students do experience any discomfort, they will be encouraged in the email invitation to contact the researchers.

The survey provides a better understanding the characteristics, perceptions, and attitudes of college students and will result in direct benefits for students, such as enhanced programming efforts.

**Deception**: Deception will not be used in this study.

**Compensation**: Students will not be compensated for completing the survey. [If incentives are being used, insert information here]. Only students who complete the online survey will be eligible for the incentives.

**Data Security**: All data will be stored through Campus Labs servers and will only be accessible through a unique username and password. Campus Labs has implemented various security measures at the application, network, and physical level to ensure that data will not be compromised. At the application level, several security measures and coding standards are in place such as code to guard against common hacking techniques, rules related to strength of passwords, and staying up-to-date on all security and release updates. Protection at the network level includes features such as dual firewalls, SSL encryption and 24/7 monitoring. Campus Labs servers are housed within a Class A Data Center, compliant with TIA standards. The servers are always staffed, have three-tiered access points, and 24/7 camera surveillance.

**Appendix A**

**E-mail Invitation Template**

\*\* Please complete the items highlighted in yellow.

Initial mailing date:

Reminder 1 date:

Reminder 2 date:

Sender (who the mailing appears to be from): Name of Institutional Contact Person, Office, or Program

Reply-to email address: This can be a Campus Labs email address, but please note that this account is not checked. We recommend that someone at your campus who can answer student questions serve as the reply-to address (e.g., officeordepartment@yourcampus.edu)

Subject line:

Dear Student,

You have been randomly selected by INSTITUTION NAME to complete a survey about topics that are relevant to you and your peers. This national survey of college students will provide INSTITUTION NAME with feedback on your experiences. Data collected from this project will be used by administrators to make informed decisions about programming and/or policies.

Upon completion of the survey, you will have the option to enter a drawing for **INSERT PRIZE INFORMATION**.

The survey is voluntary and will take you approximately 10-15 minutes to complete. Please note that all of your responses will be kept completely confidential and all resulting data will only be reported in the aggregate. By clicking on the link below you are indicating your willingness to participate in the survey.

**Campus Labs will insert the survey link with instructions on taking the survey here.**

Please note that if you cannot complete the survey in one sitting you can pick up where you left off previously by clicking on the link above. As such, please refrain from deleting this email until you have completed the survey.

Thank you in advance for your participation! If you have any specific questions about this survey, please contact NAME and EMAIL ADDRESS.

Sincerely,

NAME/OFFICE/SIGNATURE