

Standard Operating Procedure – Approval Process:

A *Survey Request Form* must be submitted via the Office of Institutional Planning, Assessment and Research (IPAR) [online request portal](#). If the research requires IRB approval, this submission should occur concurrently with submission to the SROC.

This request must be received no later than one week prior to the next meeting of the Survey Review and Oversight Committee (SROC). The SROC meets on the first and third Monday of each month, and committee decisions will be communicated to applicants within 14 days of the meeting.

A *Survey Request Form* does NOT need to be submitted for any of the following:

1. Surveys sent to a population that is at or below the departmental level, or a sample size not to exceed 200
2. Workshop or event evaluations, comment cards, or website feedback surveys
3. Surveys that students take for a course requirement or to provide feedback to instructors and their supervisors
4. Surveys of participants external to the university (e.g. community residents, businesses, community partner organizations)

The following factors will be considered in the full review, approval and scheduling process:

1. The schedule of surveys already being administered
2. The number of surveys already approved for the target population in an academic year
3. The SROC's recommendation based on the Survey Worksheet

After an initial review, SROC may determine that an exemption is needed as a matter of applicable law or superseding policy. This also may apply to UNC System Office, Faculty Senate, or other University required surveys (e.g., NSSE, CLA, COACHE).

If a survey is not approved, the Applicant requesting approval may either revise the survey and resubmit it to the Committee for reconsideration, or submit an appeal to the Associate Provost for Institutional Planning, Assessment and Research.

If you believe your survey request may also contain a request for information available under the North Carolina Public Records Act, please contact the Office of University Counsel. Although the directory records are produced as public record, please be advised that the use of the information to generate any unsolicited mass emails or other mailings to students may violate the CAN-SPAM Act and university policy.