* **EASTERN MICHIGAN UNIVERSITY**
* **OFFICE OF**
* **ASSOCIATE PROVOST AND ASSOCIATE VICE PRESIDENT**
* **GRADUATE STUDIES AND RESEARCH**
* **Email Survey Distribution Guidelines**

In order to send out an email survey request to EMU students, faculty, or staff, an Email Survey Request Form must be prepared for review and approval by the Office of the Associate Provost and Associate Vice President for Graduate Studies and Research, the Provost’s Designee. The form must be submitted via email to research\_compliance@emich.edu.

Requests will be considered only for:

1. Faculty Research;
2. Undergraduate Student Honors Thesis;
3. Graduate Student Thesis and Doctoral Dissertations; and
4. Research Conducted by EMU Administration for Internal Purposes

All activity that meets the definition of research under the Federal Common Rule for Protection of Human Subjects and involves human subjects must reviewed and approved by the University Human Subjects and Review Committee (UHSRC) prior to submitting an Email Survey Request form. Research being conducted for internal program evaluation purposes only does not require UHSRC approval. Applicants, however, must receive a determination from the EMU Research Compliance Officer for research not subject to UHSRC approval. If there is a possibility, or interest, in disseminating these results in professional journals, or presentations at professional conferences, UHSRC approval is required.

Use of the Email Survey Request Form is designed to: 1) ensure that covered-research is approved by the UHSRC; and 2) ensure the security of EMU email information. In addition, the use of the request form will allow EMU to balance timing of survey requests, manage the distribution to target populations, and monitor the number and frequency of email survey requests. As the **timing of distribution will be determined by the University**, it is imperative that requests are submitted with adequate lead-time, so that scheduling can occur (preferably six weeks).

* **EASTERN MICHIGAN UNIVERSITY**
* **Email Survey Distribution Request Form**
* **Name:**
* **Email:**
* **Phone Number:**

**Requested Email Distribution Date:**

*(Please indicate when you would like the email sent. Dates should be flexible to allow for necessary staggering and balancing of email survey requests being sent to EMU affiliates.)*

* **Project Name:**

* *(Enter the name of your research study)*
* **Suggested Email Subject Line:**

(*Enter a suggested email subject line.* Subject lines should be short and descriptive)

* **"Reply To" Address for Email Request:**
* (*Indicate the address that should be utilized as the "reply to" address when sending your email request)*
* **Body of Email Request:** *Please attach the body of the email request.*
* **Target Population:**

* *Indicate who the email request should be sent to. If indicating a faculty and/or student population, list any/all target sub-groups that should be targeted.*
* **Number of Target Email Recipients:**
* *(Indicate the total number of email requests that should be sent. Except in rare circumstances, you should specify only the necessary number of survey requests needed for your study rather than requesting distribution to the entire population at EMU.)*

**Purpose of the Research**

☐ Research project with intent to disseminate through publications (including thesis or dissertation), conference presentations, web journals, etc.

☐ Internal research for program improvement purposes only.

**Do you have UHSRC approval to conduct this survey?**

* ☐ Yes

If yes, please provide the Cayuse IRB Study Number.

* ☐ No.
  + - 1. Please explain why UHSRC approval has not been obtained:

* **Additional comments or information:** Please indicate if you have additional requirements, needs or expectations concerning this survey distribution request.



**Attachments**

Please attach a copy of your recruitment email, your consent form, and your survey.

**Certification Statement**

I certify that I have received UHSRC approval, as required, for this survey, and that the survey questions, consent form, and recruitment email submitted with this application are exactly what the UHSRC approved. The sample size requested for this survey, taking into account the expected response rate, will provide sufficient data for meaningful analysis.

* **Signature:**
* **Name:**
* **Email:**
* **Phone Number:**