INFORMATION TECHNOLOGY
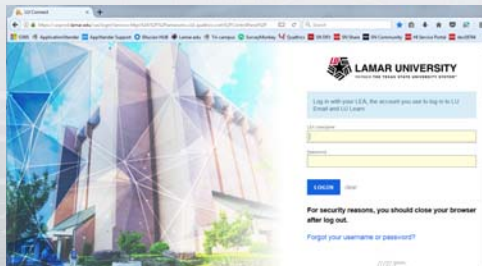## LAMAR UNIVERSITY

TEXAS
STATE OF MIND™

Obtain Approval to Distribute a Lamar Survey

- First the survey subject matter is submitted to the IRB Board for approval to begin research
- Once IRB approved, the survey can be released within Qualtrics
- When the survey has been created in Qualtrics, the creator will request approval for the survey to be distributed
- The IRB Analyst will approve the survey within Qualtrics and it is now ready for distribution

INFORMATION TECHNOLOGY
LAMAR UNIVERSITY

Login to your Qualtrics Account

- Click the link https://www.lamar.edu/it-services-and-support/qualtrics.html
- Enter your LEA credentials (jsmith) and password

Note: I recommend bookmarking this site for future use

INFORMATION TECHNOLOGY
LAMAR UNIVERSITY

The Qualtrics Survey Creator

- The survey creator creates a survey in Qualtrics
- On the Projects page, right click the arrow to the right of the survey and select Request Approval

INFORMATION TECHNOLOGY
LAMAR UNIVERSITY

Request Approval

- In the Request Approval box select IRB Analyst

Request Approval

You must request approval from one of the following users to activate your survey.

Select a Person... ⌄

   IRB Analyst

~~is project below.~~

Close   ✓ Request Approval

INFORMATION TECHNOLOGY
LAMAR UNIVERSITY

Comment to the Approver

- The creator can add a comment to the Approver (optional)
- Click the Request Approval button to submit the request

Request Approval

You must request approval from one of the following users to activate your survey.

IRB Analyst ⌄

Add a comment regarding this project below.

Please approve this survey for distribution.
Donna Lively

Close   ✓ Request Approval

INFORMATION TECHNOLOGY
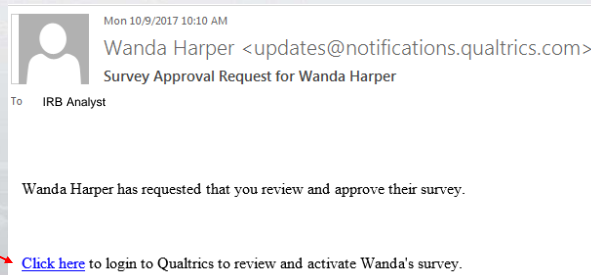**LAMAR UNIVERSITY**

Creator's Survey Pending Approval

- On the creator's Projects page a box will appear showing the name of the survey, the Request Date, the IRB Analyst, the Status, and the comment to the analyst

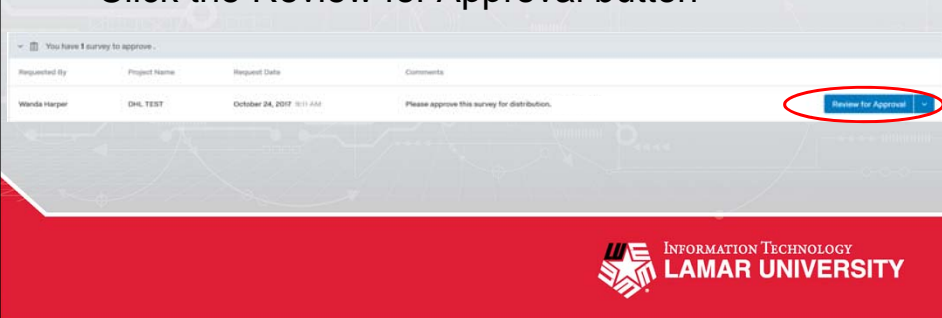| Project Name	Request Date	Reviewer	Status	Comments	
Graduation-Test DHL	Oct 9, 2017	IRB Analyst	Pending Approval	I have received IRB approval and am ready to distribute my survey.	Cancel Request

INFORMATION TECHNOLOGY
LAMAR UNIVERSITY

The IRB Analyst

- The IRB Analyst will receive an email from Qualtrics stating that they have a survey to review and approve for distribution

Mon 10/9/2017 10:10 AM
Wanda Harper <updates@notifications.qualtrics.com>
Survey Approval Request for Wanda Harper

To   IRB Analyst

Wanda Harper has requested that you review and approve their survey.

Click here to login to Qualtrics to review and activate Wanda's survey.

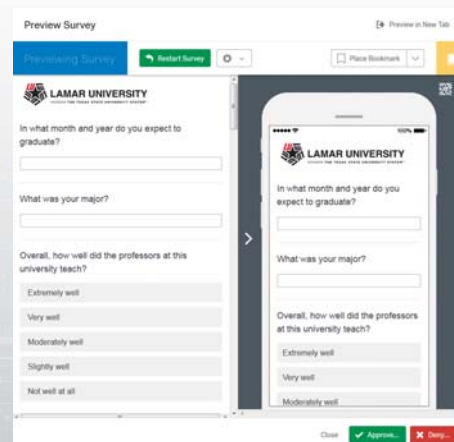INFORMATION TECHNOLOGY
LAMAR UNIVERSITY

Survey Approval

- The IRB Analyst will log into Qualtrics and go to the Projects page
- All Surveys ready for approval will be in a blue box at the top of the page
- Click the Review for Approval button

Review the Survey Questions

- The survey questions will be shown in pc and mobile format
- Click Approve or Deny

Final Distribution Approval

- Enter a comment to the creator (optional)
- Click Approve for final distribution approval

Approve Survey

Comment (optional):

I have reviewed your survey and approved it for distribution.
IRB Analyst

Close   ✔ Approve

INFORMATION TECHNOLOGY
LAMAR UNIVERSITY

Distribution by the Creator

- Open your Project page to see that your survey has final approval
- Click the project name to open the survey

Project Name	Request Date	Reviewer	Status	Comments	
Graduation Test DHL	October 9, 2017 10:33 AM	IRB Analyst	Approved	Testing approval	Dismiss

You are waiting for approval to activate 2 surveys.

INFORMATION TECHNOLOGY
LAMAR UNIVERSITY