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 created within Qualtrics
- When the survey is completed 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
Login to your Qualtrics Account

• Click the link https://lamaruniv.co1.qualtrics.com/
• Enter your LEA credentials (jsmith) and password

Note: I recommend bookmarking this site for future use.

The Qualtrics Survey Creator

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

- In the Request Approval box select IRB Analyst

Comment to the Approver

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

The IRB Analyst

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

Distribution by the Creator

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