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 grants or denies approval of the survey within Qualtrics
How to Self Enroll 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
Survey Creator Selects an the IRB Analyst

• Click the arrow to Select IRB Analyst

Comment to the Approver

• The creator can add a comment to the IRB Analyst
• 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 approver.

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Request Date</th>
<th>IRB Analyst</th>
<th>Status</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduation Test DHL</td>
<td>Oct 9, 2017</td>
<td>IRB Analyst</td>
<td>Pending Approval</td>
<td>I have received IRB approval and am ready to distribute my survey.</td>
</tr>
</tbody>
</table>

The IRB Analyst

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

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

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

- The IRB Analyst will login and review the survey questions then approve or deny the survey for distribution.

Distribution has been Approved or Denied

- Open your Projects page to see that your survey has been approved or denied.
- Click the project name to open the survey.
Distribute an Approved survey

• Click the Distribution tab to choose a distribution method

Email your survey to respondents

• Click the Emails link
• Click Compose Email
Compose the Distribution Email

Select from your contacts list
Select when to send your survey
Enter wording in the email
The link to the survey is already there
Click the Send button

The Invitee is sent a link to take the survey

• The person invited to take the survey will receive an email with a link to the survey.