

Survey Review and Oversight Committee

Frequently Asked Questions

When does the committee meet?

- The committee meets on the first and third Monday of each month.

Who is on the committee?

- The committee reports to the Associate Provost for Institutional Planning, Assessment and Research. Members of the committee are faculty and staff from:
 - Academic Affairs (two representatives, must include one from health sciences discipline)
 - Administration and Finance
 - Faculty Senate
 - Institutional Planning, Assessment and Research
 - Institutional Review Board
 - Library Services
 - Research, Economic Development and Engagement
 - Staff Senate
 - Student Affairs
 - Student Government Association
 - University Advising

Do I have to submit a request to conduct my survey research?

- Any person proposing to administer a survey to more than 200 ECU students, faculty, staff or alumni on University property and/or using University resources must obtain prior approval from the Survey Review and Oversight Committee. You should submit a request using our online request portal.

What are the “University resources” mentioned in the regulation?

- University resources include ECU email, Qualtrics, REDCap, etc. Survey research conducted as a part of your duties as an employee or student of ECU is covered by this regulation.

How do I submit a request?

- To submit a survey request, please go to ipar.ecu.edu and click on Survey Approval Request under Requests. On the following page you will see a link to the Survey Request Form. If prompted, provide your ECU credentials to access the request form.

What is the process for getting my survey request approved?

- Once you have completed the request form, you will receive an email notification that your request has been successfully submitted. At the next scheduled meeting, the committee will review your request and provide feedback regarding your survey. You will receive an email notification when your request has been approved.

How long does it take to get a request approved?

- Requests 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.

What if my request needs revisions?

- If the committee determines that substantial revisions are needed, please take the committee's feedback into consideration and revise your survey. After your revisions are made, you may resubmit your request for the committee to approve.

What if my request is declined?

- If the committee declines your request, you may not conduct your survey. The committee will provide feedback explaining the decision. If you would like to appeal this decision, please contact the Associate Provost for IPAR.

What about the IRB?

- Research that is going to create or enhance generalizable knowledge must be reviewed by the Institutional Review Board. Their primary concern is protecting the rights and welfare of humans engaged in research at ECU. The Survey Review and Oversight Committee, on the other hand, is concerned with the scheduling of surveys, the quality of survey content, and sampling strategies. If research requires IRB approval, this submission should occur concurrently with submission to the SROC.

Is there a calendar of surveys at ECU? When should I conduct my survey?

- The committee maintains an internal calendar of approved surveys. The timing of your survey will depend on many things. Try to find a time that is appropriate for your respondents and does not conflict with other surveys.

I need help designing my survey/obtaining a sample/analyzing my data. Who can help me?

- If you need assistance with your survey project, please indicate so on the request form when you fill it out. IPAR, as well as the Center for Survey Research, have resources available to help with survey design, sampling, administration, and data analysis.