



INSTITUTIONAL REVIEW BOARD FOR THE PROTECTION OF HUMAN SUBJECTS IN RESEARCH

Use of Qualtrics in Human Subjects Research

The University of New Hampshire (UNH) has a site license for faculty, staff, and students to use the [Qualtrics Survey Research Suite](#), a Web-based survey and data analysis service. Qualtrics is a powerful online survey and research tool. The UNH Institutional Review Board (IRB) for the Protection of Human Subjects developed the following guidance in consultation with UNH Information Technology (IT) when using Qualtrics to collect data for research studies involving human subjects that are approved by the IRB, to ensure researchers comply with UNH policies, particularly those addressing the [use of human subjects in research](#), and [ownership, management, and sharing of research data](#).

Best practices for researchers:

1. Faculty or staff advisors of student researchers are strongly encouraged to create surveys using their own faculty or staff Qualtrics account, rather than having student researchers under their supervision create surveys using their own student accounts. Advisors who create surveys in their own Qualtrics accounts can then share each survey (and resultant data) with the applicable student researchers and members of their research team who are authorized research personnel named in the applicable IRB-approved application using the “collaboration” feature in Qualtrics. Students and/or research personnel can then perform all the work of entering questions, administering the survey, etc. Doing so enables the advisor to retain access and control of the survey and resultant data as student researchers come and go from a project. Student Qualtrics accounts are turned off when students leave their student role at UNH, and it may be very difficult for advisors (or anyone else) to gain access to any data stored in Qualtrics accounts once they have been turned off.
 - a. Once data collection is finished and the survey has been closed, the advisor should download the data from Qualtrics, and store them securely using UNH IT-approved electronic storage.
 - b. Once data are downloaded and stored securely outside Qualtrics, the advisor should delete the relevant survey in his/her Qualtrics account. Only the survey owner can delete the survey from the Qualtrics website.
2. If student researchers create, or are currently using, surveys developed in their own student accounts (not encouraged by the UNH IRB or UNH IT), the advisor is responsible for ensuring the following:
 - a. The student researcher provides the advisor with access to the survey in Qualtrics using the “collaboration” feature during creation of the survey.
 - b. Once data collection is finished and the survey has been closed, the student researcher downloads the data from Qualtrics, stores them securely using UNH IT-approved electronic storage, and provides the advisor with access to the data.
 - c. Once data are downloaded and stored securely outside Qualtrics, the student researcher deletes the relevant survey in his/her Qualtrics account. Only the survey owner can delete the survey from the Qualtrics website.

- d. In lieu of b and c above, before leaving UNH a student researcher may reassign ownership of a Qualtrics survey to his/her advisor. This can only be accomplished before the student leaves his/her current role at UNH. Visit the [UNH IT website](#) for more information on how to request reassignment of survey ownership.
3. Once a research study is finished, researchers should not destroy collected data but rather de-identify them and store them securely. Further, researchers need to comply with the [UNH policy on the Ownership, Management, and Sharing of Research Data](#), including for the retention of research data.

For more information on the UNH Institutional Review Board or institutional requirements regarding research involving human subjects, please contact Research Integrity Services staff ([Julie Simpson](#), 603/862-2003, or [Theresa Cherouvis](#), 603/862-3536). Additional materials are available on the IRB webpage at <http://unh.edu/research/human-subjects>.