



UNIVERSITY
AT ALBANY
State University of New York

OFFICE OF THE PROVOST

Dear Colleagues:

We are writing to remind you that if you plan to conduct a survey or focus group of UAlbany students, faculty, staff, parents or alumni, you must coordinate these activities with our Office of Institutional Research, Planning, and Effectiveness (IRPE).

This policy was developed to:

- Avoid conflicts in survey timing and/or purpose
- Minimize multiple demands on our respondents
- Ensure that surveys that meet the federal definition of research involving human subjects are referred to the Institutional Review Board (IRB)

This policy is also applicable when surveying within one's own unit and for surveys administered for assessment or program review purposes. Exceptions are only valid for surveys used only for course evaluation or teaching purposes, and those involving the psychology 101 student pool for class credit. For more information on assessment surveys, visit <http://www.albany.edu/ir/uasurvey/>.

If you are interested in conducting a survey or focus group, please contact Kai Zhou, assistant director of assessment and coordinator of survey research at (518) 437-4791 or via email at kzhou2@albany.edu.

Questions related to the IRB and human subjects' research review should be addressed to Adrienne Bonilla, assistant vice president for research & director, office of regulatory and research compliance at (518) 437-3850 or via email at rco@albany.edu.

Please also note that the University's [survey research schedule](#) is presently full for the fall 2019 semester, so it is best that you plan well in advance if you wish to conduct a survey.

Sincerely,

Edelgard Wulfert

Interim Provost and Senior Vice President for Academic Affairs

James A. Dias

Vice President for Research

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