Dear Colleagues:

We are writing to remind you of 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).

If you are interested in conducting this type of survey or focus group, please contact Jack Mahoney, Assistant Vice Provost for Academic and Resource Planning, at 518-437-4928 or jmahoney@albany.edu to begin the coordination process. More information on assessment surveys at UAlbany can be found at http://www.albany.edu/ir/uasurvey/.

- This policy applies even when you are surveying within your own unit and to surveys administered for assessment or program review purposes.
- The only exceptions are surveys: (1) used only for course evaluation or teaching purposes; or (2) involving the Psychology 101 student pool for class credit.

The goals of this coordination policy are to:

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

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 rco@albany.edu.

Thank you for your attention to this policy.

Sincerely,

James A. Dias
Vice President for Research

James R. Stellar
Provost and Senior Vice President for Academic Affairs