



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 ensure that the many survey efforts across campus do not overwhelm our constituencies or create interference among surveys, and to facilitate our respective efforts as much as possible; it applies to both academic and non-academic units.

If you are interested in conducting this type of survey or focus group, please contact Eric Walsh, Assistant Director of Assessment and Coordinator of Survey Research, at 518-437-4791 or ewalsh@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 or when conducting surveys that are administered for assessment or program review purposes.**
- **The only exceptions are surveys that are either: (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).

Coordination with IRPE will help ensure that all of our research objectives are met.

**Questions related to the IRB and human subjects research review should be addressed to Adrienne Bonilla, Assistant Vice President for Research & Director, Office for Pre-Award and Compliance Services 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

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