



APPLICATION ASSISTANCE FOR NU ADMINISTRATIVE SURVEYS

Administrators at Northeastern frequently conduct survey research to evaluate and improve university programs and services. Most of these surveys are anonymous and do not request sensitive information and therefore do not require review by [Northeastern University's Office of Human Subject Research Protection \(HSRP\)](#). Occasionally, administrators need to include confidential, sensitive information and/or require the identity of the respondent in order to evaluate a program. In this situation, the survey must be reviewed and approved by the NU IRB before administration.

To assist in determining which surveys require HSRP review, the following criteria have been developed.

If you hold an administrative position at Northeastern University and your survey meets *all three* of the following criteria, you do *not* need to submit your survey to the Office of Human Subject Research Protection for review:

1. The purpose of the administrative survey is to develop or evaluate services or programs provided by Northeastern University for Northeastern students, staff, faculty, or alumni, and the results are for internal purposes only (not for publication),

and

2. The surveys are anonymous, that is, the survey responses cannot be connected in any way with the person who provided them. No names, social security numbers, codes, or other identifiable information, including demographics, can identify the individual,

and

3. The surveys do not collect sensitive or personal information on the individual or his/her family, such as health issues, financial information, illegal behavior, substance abuse, emotional problems, immigration status, or opinions that may potentially cause embarrassment or other negative consequences etc. *

If your survey meets all three of the criteria, you may conduct your survey without review by HSRP.

However, if your survey does not meet all three criteria, you will need to submit it for HSRP review and approval before administration. Send a copy of the survey to [Northeastern University's Office of Human Subject Research Protection](#). Attach an explanation of the purpose of the survey and who will be asked to complete it. Include your name, department and contact information. We will review it and let you know if you can proceed with the survey or if we need further information. Please provide sufficient time for DRI review before your intended administration date.

If you have any questions, please contact Nan C. Regina, Director, Human Subject Research Protection at n.regina@neu.edu or 617-373-4588.

*These criteria apply to survey research only. They do not apply to personal information that Northeastern University must collect in order to provide student or employee services, such as medical history at Lane Health Center, intake data at the Center for Counseling and Student Development, financial information for Financial Aid office, HRM, etc.