**MSUCOM Survey Research Policy and Procedures**

Surveys at university and college are important tools to collect data for various purposes including education quality, institutional goals and procedures, students and faculty/staff satisfaction, research and scholarly activity.

There are broadly two types of surveys:

* **Administrative survey** is required to collect information and feedback about university and college processes and programs/curriculum to determine institutional effectiveness and accountability, and for continuous improvement.
* **Research survey** is a systematic investigation that is carried out using a survey or questionnaire. 1 The methods for survey research should be considered while undertaking survey research. 2

**Survey Approval requirements**

MSUCOM requires approval of survey request that are administered to the college students, staff, and faculty. Depending on the type of survey, the review process would include the MSUCOM Research Office, Office of Medical Education and Office of Student Life and Admissions. Research surveys will also require IRB determination/approval. Surveys will be adjudicated according to the following categories:

* Survey administered by MSUCOM student(s) to be distributed to fellow students.
* Survey administered by MSU faculty to be distributed to MSUCOM students.
* Survey request from outside MSU to be distributed to MSUCOM students:
	+ AACOM and COCA – email rosters provided or distributed through listserv
	+ External research survey request – survey link posted to student newsletter
* Survey request from outside MSU to be distributed to MSUCOM faculty on a case-by-case basis after review.

Other factors may affect the final approval of the survey being distributed.

**References:**

1. Ponto J. Understanding and Evaluating Survey Research. J Adv Pract Oncol. 2015;6(2):168-171.
2. Lau F. Chapter 13 Methods for Survey Studies. In: Lau F, Kuziemsky C, editors. Handbook of eHealth Evaluation: An Evidence-based Approach [Internet]. Victoria (BC): University of Victoria; 2017 Feb 27. Available from: https://www.ncbi.nlm.nih.gov/books/NBK481602/