



## Qualtrics Survey Tool

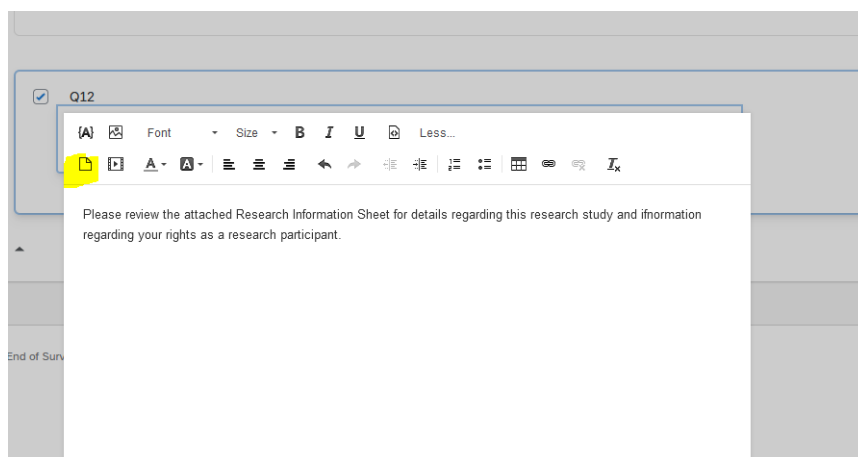
The [Qualtrics Research Suite](#) is a user-friendly, feature rich, web-based survey tool which allows users to build, distribute, and analyze online surveys, collaborate in real-time, and export data in multiple formats. It is available to all students, faculty and staff at WSU at no cost. The survey tool and the Research Information Sheet/Consents used for research conducted via Qualtrics must be approved by the IRB before use. For instructions on how to request a waiver of documentation see the IRB's Education [website](#). This tool provides instructions for researchers to include the IRB approved/stamped Research Information Sheet as part of the Qualtrics Survey Tool.

### Consenting Via Qualtrics

Most research studies conducted via qualtrics are considered minimal risk, therefore a waiver of documentation of consent must be requested and approved as part of your IRB application. The actual IRB stamped Research Information Sheet can be uploaded to qualtrics.

### Uploading the Research Information Sheet:

- Select “Add new question”
  - Select “Text Graphic”
  - Include the following as the content for the question
    - “Please review the Research Information Sheet for details regarding this research study and information regarding your rights as a research participant”
  - Select “Rich Content Editor”
  - Select the “file” icon



- When building the survey in qualtrics the following statement should appear before potential participant moves on to complete a survey
  - “By completing this survey you are agreeing to participate in this study.
- When completed the survey tool will publish with the Research Information Sheet as a link for the potential participants to review.



## WAYNE STATE UNIVERSITY

**Adult research information sheet template stamped** PLEASE CLICK ON THE DOCUMENT LINK TO THE LEFT. This document includes important information regarding the research study and information regarding your rights as a research participant.

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By completing the survey you agreeing to participate in this study.

- Yes I Agree to participate (please select the arrow)
  - No I do not agree to participate
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What is your favorite color?

- purple
  - green
  - blue
- 

Which do you prefer?

- paper
- plastic
- I bring my own bag

## Qualtrics Resources

The Qualtrics support website has extensive online documentation and instructional videos:  
<https://qualtrics.com/support/survey-platform/getting-started/survey-platform-overview/>

Qualtrics CoreXM Basecamp offers free on-demand training and optional certification exam:  
<https://basecamp.qualtrics.com/>

Whenever you get stuck, you can contact Qualtrics Support via email, chat, or callback:  
<https://tech.wayne.edu/kb/academic-services/qualtrics/500272>