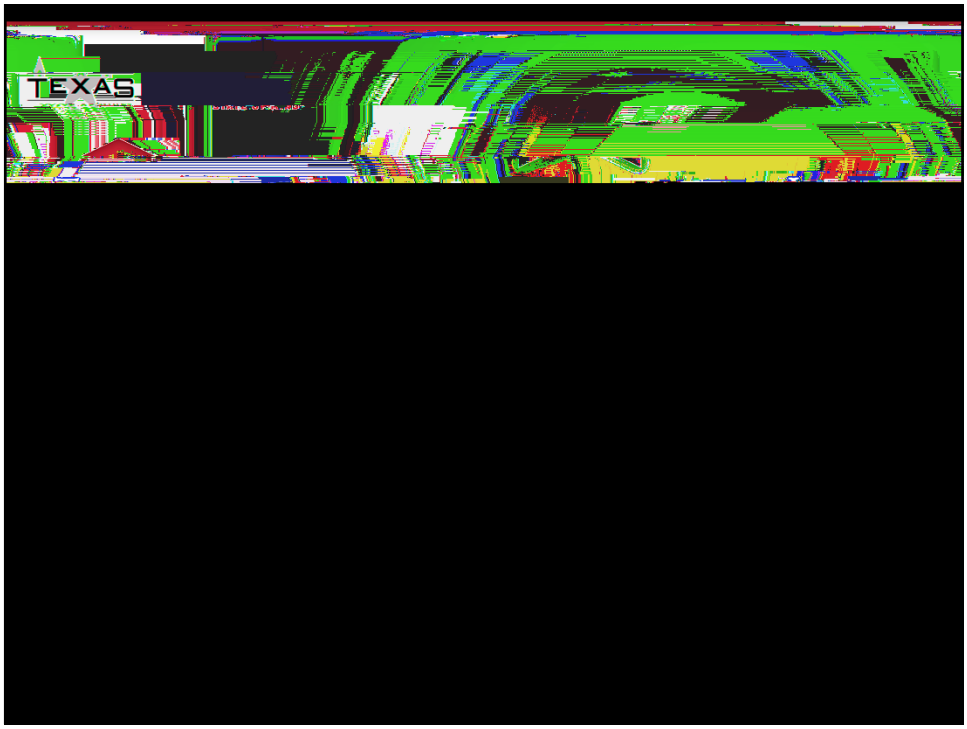



# Obtain Approval to Distribute a Lamar Survey

- First the survey subject matter is submitted to the IRB Board for approval to begin research
- Once IRB approved, the survey can be released within Qualtrics
- When the survey has been created in Qualtrics,

# Login to your Qualtrics Account

- Click the link https://www.lamar.edu/it-ser es-and-support/qualtrics.html
- Enter your LEA credentials (jsmith) and p sword

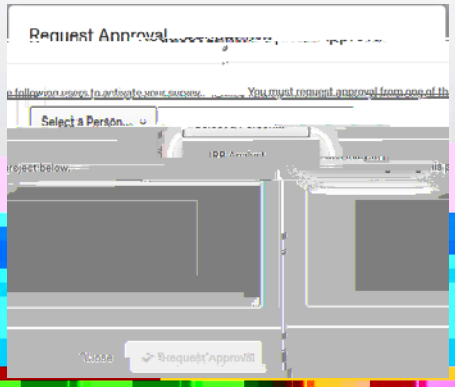
Note: I recomr
bookmarking tl e for
future use

# The Qualtrics Survey Creator

- The survey creator creates a survey in Q rics
- On the Projects page, right click the arro the right of the survey and select Request Ap val

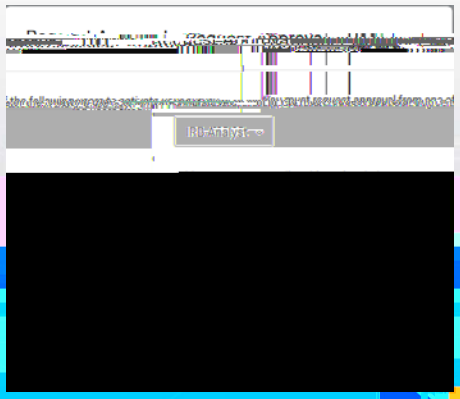
# Request Approval

- In the Request Approval box select IRB Analyst



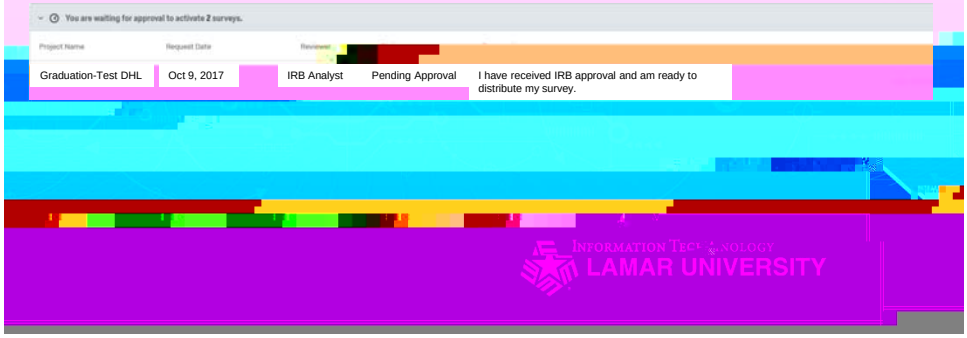

# Comment to the Approver

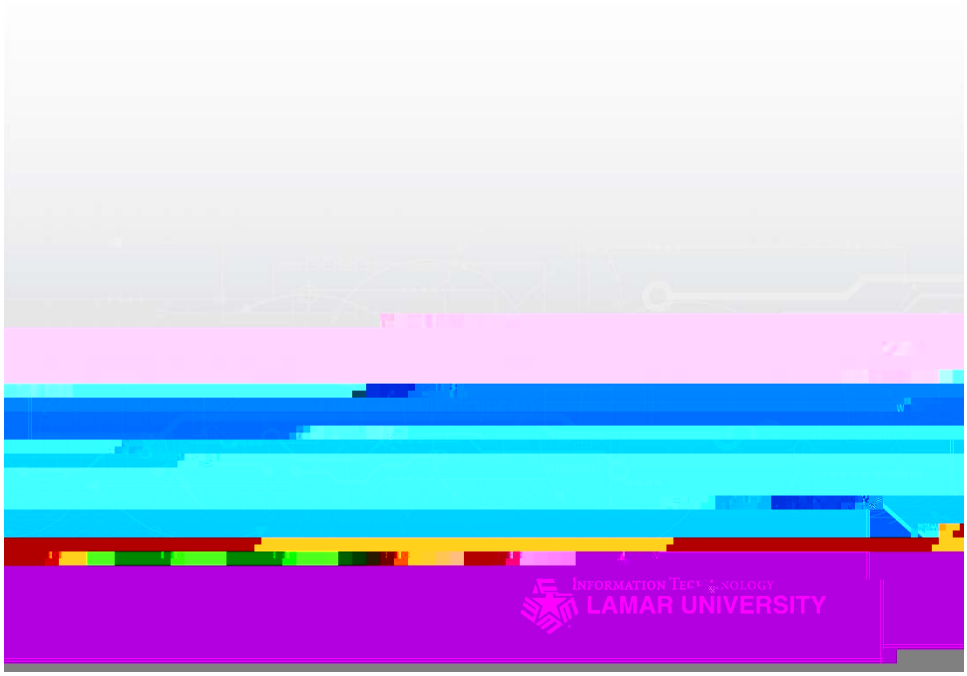
- The creator can add a comment to the Approver (optional)
- Click the Request Approval button to submit the request



# Creator's Survey Pending Approval

- On the creator's Projects page a box will appear showing the name of the survey, the Request Date, the IRB Analyst, the Status, and the comment to the analyst

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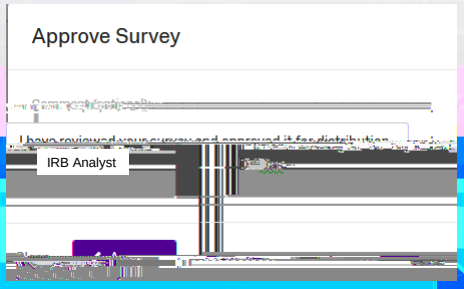
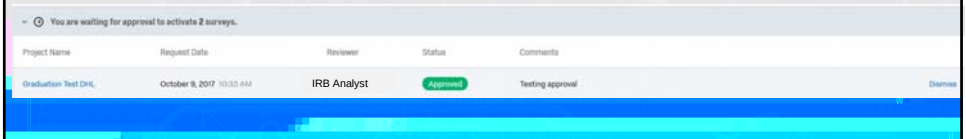
# Final Distribution Approval

- Enter a comment to the creator (optional)
- Click Approve for final distribution approval




# Distribution by the Creator

- Open your Project page to see that your survey has final approval
- Click the project name to open the survey