

## About Qualtrics

Qualtrics is an online survey service that enables the creation of survey instruments, distribution of surveys, data collection, storage, and analysis. It now is available for free to all University of Florida students, instructors, and employees.

Qualtrics is restricted to university-related work. Using Qualtrics for third-party, for-profit and not-for-profit organizations is not allowed, nor is personal use not related to the University.

To login you will need your GatorLink username and password. Once you are logged in, you will be able to create, deliver, collect, and analyze online surveys in support of your teaching, research, and studies with expected adherence to codes and ethics for survey research.

Please note that Restricted Data is not permitted in the questions or answers of Qualtrics. For questions about what constitutes Restricted Data or codes and ethics for research data see <http://www.it.ufl.edu/policies/infosecdefinitions.html> or contact the [IT Security Office](#) , [Privacy Office](#), or the [Office of Research](#).

Individuals should also ensure proposed surveys comply with University of Florida Institutional Review Board [<http://irb.ufl.edu/>] standards and the University's policies regarding collecting information, personally identifying information (PII), FERPA, HIPAA, etc. Collected data is stored securely on servers maintained at Qualtrics and may be downloaded to local workstations.

## Use of Qualtrics

Abstract: Qualtrics users should plan to request and receive UF IRB approval before sending out any surveys. Do not use Qualtrics to capture and store sensitive data such as personal identifying information or data implicated under FERPA and/or HIPAA.

Failure to abide by University of Florida Policies and/or Qualtrics Acceptable Use Policies may result in suspension of access to Qualtrics and other repercussions depending on the nature and the severity of the violation.

All violations of policy are reported to the UF Privacy Office and to IT Security and Compliance for investigation.

Note that moving surveys currently running in Survey Monkey or other survey tools requires an additional IRB review.

## Qualtrics Acceptable Use

The Qualtrics Security Statement is available [here](#).

The Qualtrics Privacy Policy is defined [here](#).

The Qualtrics Acceptable Use Policy (including information pertaining to spam) can be reviewed [here](#).

For additional information or further inquiries pertaining to Qualtrics Security, Privacy, Acceptable Use and Anti-Spam policies please contact [support@qualtrics.com](mailto:support@qualtrics.com) or call 800-340-9194.

## UF Qualtrics Terms of Use

Qualtrics is a web-based survey tool available to all current University of Florida faculty, staff and students to support academic research and evaluation.

1. The University of Florida IRB policy states, “IRBs review ALL research involving human subjects to ensure that their welfare and rights are protected as mandated by federal regulations. **You may not conduct any human research without prior IRB approval.**” Surveys count as human research; therefore IRB approval must be requested and received prior to delivering any survey.
2. All researchers who move an IRB approved survey from Survey Monkey or other survey tool to Qualtrics must get IRB approval for the study again, even if nothing changes in question wording, order of questions, flow of the survey, etc.
3. Users shall use Qualtrics for University purposes only.
4. Users shall not use Qualtrics for purely clinical and patient related surveys that are not related to academic research.
5. University of Florida IT provides access to Qualtrics; however, responsibility for how individuals use the service resides solely with the individual.
6. All surveys, in the instructions to respondents, shall include the statement “All survey information will be retained and hosted on a third party (Qualtrics) server and not on an UF server.
7. Users shall not send unsolicited mass communication in conjunction with Qualtrics.
8. Users are responsible for downloading and securing all survey data in conformity with UF policies and procedures for handling sensitive information.

9. Users must abide by UF Identity Standards and Use of University Name, Seal and Logo policy.
10. Users may also be required to abide by policies for survey research established in your colleges, departments, organizations, programs, or units.
11. When moving to another institution or otherwise leaving UF, a current user will have 60 days in which to contact the UF Qualtrics administrators to make arrangements for their Qualtrics content to be transferred to a new institutional or personal account; after which UF will close Qualtrics accounts delete all surveys and results.
12. UF may at any time disallow, alter, or discontinue access to Qualtrics or change these Terms of Use at its sole discretion.
13. UF may revoke user access to Qualtrics for failure to abide by these Terms of Use.

**Responsibility for Content/Content Ownership:**

14. Each survey created under the UF Qualtrics license has a primary author who is responsible for content posted or distributed through Qualtrics.
15. Surveys and survey responses collected through the use of the Qualtrics may be shared with parties external to UF. Surveys and survey responses shared with parties external to UF shall be the responsibility of the primary author / user granting access to the external party. All external parties granted access to the shared surveys and responses must abide by these Terms of Use, as well as all applicable UF policies and other rules and regulations.
16. Users of Qualtrics under the UF license who download survey responses collected through this service are subject to the data security measures outlined on the ITS Computer & Network Security website at <http://www.nyu.edu/its/security/isitsecure/secure.html>.
17. Users will safeguard the confidentiality and privacy of the survey participants and the responses provided.

**Terms of Use also include:**

- University policies and codes of conduct
- State privacy laws and regulations
- Federal privacy laws and regulations, including, but not limited to, Family Educational Rights and Privacy Act (FERPA), and the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

- Federal copyright laws
- Qualtrics' [Acceptable Use Statement](#)
- All other applicable laws and regulations