



DATE: November 12, 2021

TO: Kathleen VanderVeen  
FROM: GVSU Institutional Review Board (IRB)  
PROJECT TITLE: myGVSU 2021 Climate Survey  
REFERENCE #: 22-101-H  
SUBMISSION TYPE: IRB Research Determination Submission

ACTION: Not Research  
EFFECTIVE DATE: November 11, 2021  
REVIEW TYPE: Administrative Review

Thank you for your submission of materials for your planned scholarly activity. It has been determined that this project does not meet the definition of research\* according to current federal regulations. The project, therefore, does not require further review and approval by the IRB. Scholarly activities that are not covered under the Code of Federal Regulations should not be described or referred to as “*research*” in materials to participants, sponsors or in dissemination of findings. While performing this project, you are expected to adhere to the institution’s code of conduct and any discipline-specific code of ethics.

A summary of the reviewed project and determination is as follows:

The purpose of this survey is to gather data from faculty, staff and students on the Campus Climate at GVSU. The data collected is used to improve policies and procedures to make our campus more inclusive. The responses will be used to inform and improve support, policies and practices at the University. The responses will not be used to create new generalizable knowledge. Because of this, this survey does not meet the federal definition of research and IRB oversight is not needed.

It is noted that GVSU has added some additional questions to this standard survey that are specific to this University. While there is a remote possibility to identify outlier respondents based on the demographic information being collected, the use of a "Prefer not to respond" option allows respondents to control what information to release about themselves. In addition, ensuring responses from units with less than 15 individuals are grouped at the next level up provides additional protection from inadvertently identifying respondents.

To incentivize participation in this survey, ten awards for tuition and professional development will be available. Respondents who choose to be entered into a drawing for a chance to win one of these awards will be directed to complete a separate survey. This will de-link their identifiable information from their survey responses. The amount of these awards (\$2,000 for students and \$1,000 for faculty and staff) are not unduly influential and do not negatively impact the voluntary nature of participation due to the very low possibility for winning.

This determination letter is limited to IRB review. It is your responsibility to ensure all necessary institutional permissions are obtained prior to beginning this project. This includes, but is not limited to, ensuring all contracts have been executed, any necessary Data Sharing Agreements and Material Transfer Agreements have been signed, and any other outstanding items are completed.



An archived record of this determination form can be found in IRBManager from the Dashboard by clicking the “\_xForms” link under the “My Documents & Forms” menu.

If you have any questions, please contact the Office of Research Compliance and Integrity at (616) 331-3197 or [rci@gvsu.edu](mailto:rci@gvsu.edu). Please include your study title and study number in all correspondence with our office.

\*Research is a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge (45 CFR 46.102 (d)).