## How to Create a Survey (Questionnaire)

Your Survey Instrument must be a separate document from your other documents.

- 1. If your research falls under the category: Exempt from Full Review, your research might be of a nature that allows you to opt to go with an Informed Consent Letter (please see layout samples). If you do opt to do this, please be sure that you include the following statement near the beginning of your survey instrument, before the first application:
  - I have (received/read/had the Informed Consent Letter read to me)\* and recognize that by completing and returning this survey, that I am giving my informed consent to participate. \*Please adjust the wording in parenthesis to meet your needs.
- 2. If your research involves face to face interviews, and your questions are open-ended, please provide the head-off questions and a brief statement assuring the Institutional Review Board that any further questions arising from the initial questions will remain within the framework of the research approval that you seek.
- 3. Otherwise, your whole survey instrument must reflect in both content and layovolewtst nnl 40101 d 0Tcurn boveyn e36