

# 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 layout the survey that will be received by your human subjects.
4. Survey questions need to be clear and well-constructed and should result in answers that will give you reliable results, especially in instances where there is a diversity of respondents.
5. Please be sure that spelling and grammar reflect high standard that honors both you and Andrews University.

If the survey is conducted in a language other than English, please provide the IRB with a copy of the alternate language (original) and an accurate English translation. This also applies to the Informed Consent Form/letter.