

FAQs for Research Utilizing Qualtrics

- 1. I tried to copy my consent form into an instruction question, but it says I have exceeded the character limit, what do I do?**

Qualtrics has recently adopted a 20,000-character limit. You can break the consent form up into 2-3 instruction questions or you can upload it as an attachment. While it doesn't matter how you display your consent form, be advised that you **MUST** display the entire **approved** consent form for participants to review before agreeing to participate in your study.

- 2. Does Qualtrics collect personally identifiable information?**

Qualtrics will collect information such as IP addresses, which the IRB considers to be personally identifiable, unless you change the settings. You can change this setting under "Survey Options >> Survey Termination >> Anonymize Response".

- 3. Will Qualtrics record partial responses or incomplete surveys?**

Yes, you can set your survey to save data from incomplete surveys. If you plan on using this option, you should disclose this in the consent form, using language that informs participants that once they consent and start the survey any of their responses will be collected. Please note that you should also include clear parameters for how much of a survey must be completed to receive compensation if compensation is offered.

- 4. I would like to use a feature that appears to have been disabled in Qualtrics, what do I do?**

Some features have been disabled in Qualtrics due to accessibility issues (i.e. are not compatible with screen readers or other accessible devices). If you still feel you need to use these features for your particular project, contact kwolf@uccs.edu

- 5. I am sending surveys to participants in the EU/EEA, is Qualtrics GDPR compliant?**

Yes, Qualtrics is compliant using certain settings. For more information, visit: <https://www.qualtrics.com/support/survey-platform/getting-started/qualtrics-gdpr-compliance/>