

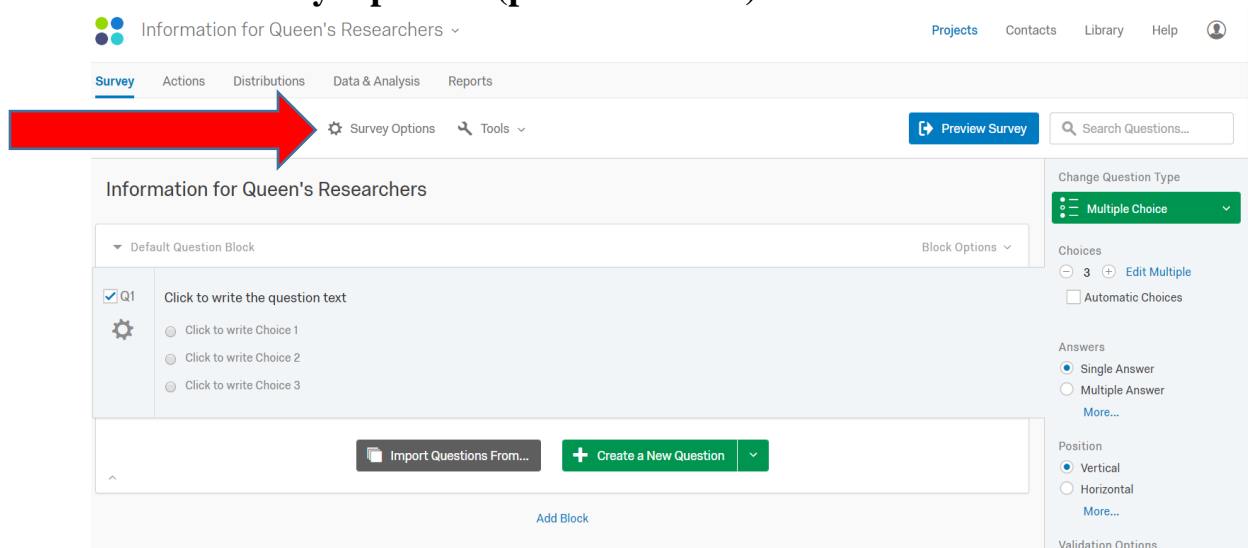
## Guidance for Qualtrics - Conducting Anonymous Surveys

Anonymous information is defined by the latest edition of the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans ([TCPS 2 2014](#)) as *'information that has never had identifiers associated with it through which the risk of identification of individuals is low or very low.'*

- If you have promised anonymity to participants, this must be respected.**
- When using Qualtrics, ensure that IP addresses are not collected, by enabling “Anonymize Responses” in “Survey Options”.** If this function is not selected, IP addresses will be collected.
- If you distribute the survey using the Anonymous Link function, IP addresses will also be collected if you have not selected “Anonymize Responses”.

Instructions to create an anonymous survey using Qualtrics:


1. **Create project title and select project folder storage options.**
2. **Select “Survey Options” (pictured below).**



3. **Scroll down to “Survey Termination”.**
4. **Select “Anonymize Response. Do NOT record any personal information and remove contact association” (pictured below).**


## Survey Options

**Protection**




- By Invitation Only.** Prevent people from taking the survey using an anonymous survey link.
- Password Protection.** This password must be entered to take this survey:
- Prevent Ballot Box Stuffing.** Keep people from taking this survey more than once.
- HTTP Referrer Verification.** The user must come from this URL to take the survey:
- Prevent Indexing.** A tag will be added to the survey to prevent search engines from indexing it.
- Secure Participants' Files.** Files uploaded as responses can only be viewed by users with permission to view responses.
- Survey Expiration.** The survey will only be available for a specified date range.

**Survey Termination**



- Default end of survey message.**
- Custom end of survey message...**
- Redirect to single response report.**
- Redirect to a full URL, ex. "http://www.qualtrics.com":**
- Send additional thank you email from a library... When distributed via the Survey Mailer.**
- Anonymize Response.** Do NOT record any personal information and remove contact association (not recommended).

**Inactive Surveys**



- Default inactive survey message.**
- Custom inactive survey message...**

Close

5. Select “Save”.

6. Design Survey.

**If you have inadvertently collected IP address information in error, please contact the Ethics Office for further guidance.**

For more information, contact Jennifer Couture, Ethics Compliance Advisor.  
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