

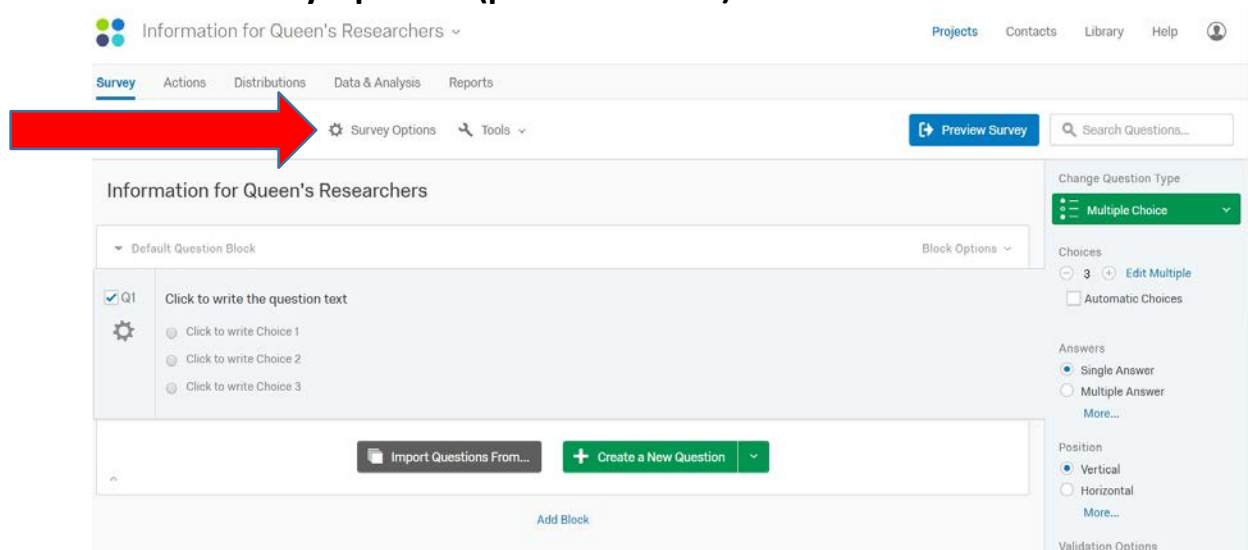
## Guidance for Qualtrics - Conducting Anonymous Surveys

Anonymous information is defined by the latest edition of the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans ([TCPS 2 2018](#)) 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	<input type="radio"/> <b>By Invitation Only.</b> Prevent people from taking the survey using an anonymous survey link.
	<input type="checkbox"/> <b>Password Protection.</b> This password must be entered to take this survey:
	<input type="checkbox"/> <b>Prevent Ballot Box Stuffing.</b> Keep people from taking this survey more than once.
	<input type="checkbox"/> <b>HTTP Referrer Verification.</b> The user must come from this URL to take the survey:
	<input checked="" type="checkbox"/> <b>Prevent Indexing.</b> A tag will be added to the survey to prevent search engines from indexing it.
	<input checked="" type="checkbox"/> <b>Secure Participants' Files.</b> Files uploaded as responses can only be viewed by users with permission to view responses.
	<input type="checkbox"/> <b>Survey Expiration.</b> The survey will only be available for a specified date range.
Survey Termination	<input checked="" type="radio"/> <b>Default</b> end of survey message.
	<input type="radio"/> <b>Custom</b> end of survey message...
	<input type="radio"/> Redirect to single response report.
	<input type="radio"/> <b>Redirect</b> to a full URL, ex. "http://www.qualtrics.com":
	<input type="checkbox"/> Send additional thank you <b>email</b> from a library... When distributed via the Survey Mailer.
	<input checked="" type="checkbox"/> <b>Anonymize Response.</b> Do NOT record any personal information and remove contact association (not recommended).
Inactive Surveys	<input checked="" type="radio"/> <b>Default</b> inactive survey message.
	<input type="radio"/> <b>Custom</b> 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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