



DEPARTMENT OF THE NAVY  
NAVAL POSTGRADUATE SCHOOL  
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MONTEREY, CA 93943-5000

IN REPLY REFER TO:

3900  
Ser 41/126  
31 Jan 11

From: Vice President and Dean of Research  
To: NPS Faculty

Subj: Human Research Protection Program (HRPP) Policy on the  
Use of Online Survey Data Collection Tools

Ref: (a) NPS e-mail of 07 Oct 10

1. In effort to protect the privacy and confidentiality of human subjects in on-line survey research at the Naval Postgraduate School (NPS) the following policy was created.

2. The use of on-line survey tools in human subjects research is prohibited unless the tool was reviewed and approved by the NPS Institutional Review Board (IRB), Information Technology and Communication Services (ITACS), and the Staff Judge Advocate.

3. All protocols submitted to the IRB that use an on-line survey tool will include this memo and adhere to the following procedures to minimize risks in the IRB application.

a. Upon completing data collection, the investigators will contact on-line survey tool provider and have all data collected including the survey questions removed from their servers.

b. When creating an instrument using an on-line survey tool the investigators will not agree to permit it and its responses to be used for any other than its originally intended purposes.

c. For a list of approved online survey tools or to have one evaluated for use the IRB Administrator, Ms. Rikki Panis, [rapanis@nps.edu](mailto:rapanis@nps.edu), 831-656-2998 should be contacted.

Karl A. van Bibber

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Institutional Review Board