

## **Indiana University Center for Survey Research (CSR)**

### **Confidentiality Policy**

All data collected and/or analyzed by the CSR are stored on secure password-protected, access-restricted servers. Any written materials with respondent or other confidential information are stored in locked, secure locations at all times and destroyed using a confidential recycling service according to CSR or study protocol. All proprietary data, materials, and information disclosed to the CSR by clients are kept confidential.

Survey responses are de-identified as part of standard CSR data cleaning procedures. In reporting results, responses are summarized/aggregated to minimize any possibility of identifying an individual in any reports released. No individual responses are ever released (without permission of the respondent). All confidential data are transferred to clients using secure means.

All staff involved in any phase of data collection or analysis sign a pledge of confidentiality (see CSR Pledge of Confidentiality that follows on the next two pages) to ensure that all information is kept confidential. Access to CSR data is limited to those who have been given access by CSR supervisory staff.

### **Policy for Partial or Waived Payments**

The CSR can provide up to two hours of free consultation to IU faculty and staff members and would then need to obtain payment for the remainder of the work.

The CSR may also accept partial payment or waive payment if there was an error in the work that was carried out by CSR. Accepting partial payment or waiving payment would be assessed on a case-by-case basis by the CSR project lead and CSR Director.

### **Prioritization of Work Policy**

Clients are encouraged to discuss upcoming projects with the CSR as early as possible to ensure that the CSR is able to meet their needs. Approaching the CSR at the grant or contract development stage is most desirable. As part of outlining project parameters with clients at the beginning of a project, the CSR provides a timeline with deliverables to ensure that clients clearly understand the time required to meet their project needs and how changes may impact the timeline. Throughout the process, the CSR keeps the client informed of any changes that may impact timeline.

The CSR maintains ongoing and multi-year projects. After these commitments, ad hoc projects are prioritized on a first come, first serve basis. However, if an investigator has a special need, CSR will attempt to move timelines to accommodate, if another project(s) has flexibility. This is only done with clients' approval as project timelines allow.

### **Publication/Authorship Policy**

The CSR's publication/authorship policy addresses acknowledgement and authorship for all projects with CSR involvement. All clients agree to adhere to this policy prior to the start of the project. Proper acknowledgement and authorship are important for documenting the contributions of the CSR to the university and broader academic community. The CSR includes these contributions as part of its annual report and lists them on its website and in other documents as appropriate.

The CSR's publication/authorship policy applies to research products of any form, including, but not limited to:

- Media articles/blogs/press releases/interviews
- Papers (including white papers, briefs)
- Posters
- Presentations
- Publications
- Reports
- Social media posts
- Website listings of projects

#### Acknowledgements –

1. The contributions of the CSR will be acknowledged in all research products.
2. Prior to citing CSR in an acknowledgement, clients will notify their CSR project lead.
3. The CSR should be acknowledged as “Indiana University Center for Survey Research” (with slight modification as needed based on context) and the specific contributions described appropriately. For example:
  - a. “We also had the survey reviewed by experts at our university's Center for Survey Research.”
  - b. “Participants completed telephone interviews administered by outcomes evaluators from the Indiana University Center for Survey Research.”
4. Clients will provide a copy of all final research products with CSR acknowledgements to their CSR project lead.

#### Authorship –

1. CSR research team members will be included as authors on all research products prepared by clients according to the criteria for authorship recommended by the International Committee of Medical Journal Editors (ICMJE). The ICMJE recommends that authorship be based on the following four criteria (for further detail, please see: <http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>):
  - a. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
  - b. Drafting the work or revising it critically for important intellectual content; AND
  - c. Final approval of the version to be published; AND
  - d. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.
2. Examples of “substantial contributions” that warrant CSR team member authorship include, but are not limited to, drafting and/or substantial revision of the:
  - a. research design
  - b. data collection instrument
  - c. data collection protocol
  - d. sampling design
  - e. analysis plan

3. The CSR and the client will discuss and agree upon authorship prior to the start of the project. If CSR contributions change such that they no longer meet the ICMJE criteria or later meet the criteria when they initially did not, then authorship will be revisited.
4. Payment for CSR services does not exclude the possibility for authorship for CSR research team members. Similarly, authorship does not substitute for payment for CSR services.
5. Clients will provide a copy of all final research products that include CSR research team members as co-authors.
6. The CSR may use methods, procedures, and improvements developed as part of a project for its own publication, presentation, instruction or non-commercial research objectives provided that the publication, presentation, or use does not duplicate a client presentation/publication, disclose any pre-existing intellectual property, or release confidential information. The CSR will discuss and come to agreement with clients on authorship of any presentation/publication of methods, procedures, or improvements. The CSR will provide clients with a copy of all final research products for which CSR team members assume lead authorship and clients are included as co-authors.

### **Conflict Resolution Policy**

Problems or conflicts regarding scheduling, quality, authorship, or any other aspect of CSR project involvement will be raised by the CSR project lead for resolution. The CSR project lead will work with the CSR Director to identify a mutually agreeable solution for the client and the CSR, whenever possible. If an agreed upon solution is not reached within 30 days of dispute notification to the CSR Director, the Office of the Vice Provost for Research will be consulted to mediate the dispute or to identify another party to mediate the dispute.

With due process and considering all sides in the dispute as presented by involved parties, the CSR Director, or the Office of the Vice Provost for Research (or its designated third party) if involved, will provide a reasonable and workable solution and will make available resources as possible to act on the recommended solution. If the solution is not accepted by all of the involved parties, the matter will be referred to the respective University administrative structures for resolution. In this event, the project will be suspended until the dispute is resolved.