

# How to get the URL and the File of the survey-form to submit with the protocol – Qualtrics and REDCap



2. Under the DISTRIBUTIONS DROP DOWN MENU > Anonymous Link

ctions <b>Distributions</b> Data & Analysis Repor	ts
esponse Collection	
tion Summary	
nous Link	Anonymous Survey Link
	A reusable link that can be pasted into emails or or and is unable to track identifying information of n
al Links	https://wvu.qualtrics.com/jfe/form/SV_0NHId
/ledia	Outoffice clink
0	

COPY the link to the NOTES and ATTACHMENTS section of WVU+kc

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### eIC URL and Export of the Survey File

### **Qualtrics – Export to a File**

### 1. SURVEY>TOOLS> IMPORT/EXPORT

Survey	Actions Distributions	Data & Analysis	Reports		
💉 Loo	k & Feel 🛛 🤧 Survey Flow	Survey Options	A Tothe ~		
OHR	P_e01_OMR_with_	_Siganture_PHI	Auto-Number Questions Reset Recode Values		
▼ BLC	OCK 1 - GENERAL INFORMATI	ION	Review	>	
	ALWAYS DELETE THIS	QUESTION BEFORE	S Triggers	>	го
Q44	This eTemplate is approv required.	red for the following pr	ot Quotas Manage Reusable Choices		dite
	Note that Qualtrics has li attached PDF in Q48 (as the signature with the dat	mited capability to pro- described below) and t te signed.	vie Scoring he Translate Survey		"C :d t
	1. SUBMISSION REQU In addition to applicable	IREMENTS: draft consent documen	Versions	>	o tł
	<ul> <li>Provide the url for t</li> <li>A file of the survey</li> </ul>	this e-Template with th contents (exported from	e Import/Export m	>	s1c

### 2. Print Survey

Change the Destination to SAVE AS A PDF Save the file in the desired location

Print		8 pages	<b>^</b>
Destination	Save as PDF	Ŧ	

3. Attach the file to the protocol submission in WVU+kc

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### eIC URL and Export of the Survey File

### **REDCap – URL**

### 1. On the right side of the screen: Data Collection>Survey Distribution Tools

Designer · I Dictionary · Codebook     Project status: Development	Using a public survey link is the simplest and fastest way to collect responses for your survey. You m survey link below to email it to your participants. Responses will be collected anonymously (unless the contains questions asking for identifying data from the participant). <b>NOTE:</b> Since this method uses a				
Data Collection	link for all participants, it allows for the possibility of participants taking the survey multiple times, w necessary in some cases.				
<ul> <li>Survey Distribution Tools</li> <li>Get a public survey link or build a participant list for inviting respondents</li> </ul>	To obtain the survey link, copy the URL below and paste it into the body of an email message in your client. Your email recipient(s) can then click the link to begin taking your survey.				
Record Status Dashboard     View data collection status of all records	Public Survey URL:         https://redcap.wvctsi.org/redcap/surveys/?s=LT3RAL48K8				

Copy the URL to the Notes and Attachments section of WVU+kc

Notes: If you send the Permission to use the Email form as a separate survey instrument, you will need to include the URL for that instrument. If you are sending the Permission to Use Email form in the same REDCap project as the eIC template, the same URL is used for both.

#### **REDCap – PDF file to attach to the protocol submission**

### **1.** In the ONLINE DESIGNER TAB (top of the screen)

	😭 Project Home	≅ Project Setup	🕑 Online Desig	ner	x]] Dat	a Dictionary	Codebo
Th	e Online Designer wi	ll allow vou to make	project modificatio	ons to fi	l Creat	e snapshot of ir Last snapsho d data collec	nstruments ot: never ? tion instrumen
we	b browser. NOTE: W	hile in development	status, all field cha	nges wi	ll take (	effect immed	iately in real tir
	Data Collection Instruments	Survey options: := Survey Queue Survey Notificat Upload or down	Survey Login	•	Add ne Crea Impe Dplc	w instrument te a new inst ort a new ins ad instrume	t: rument from sc trument from th nt ZIP file from a
	Instrument name			Fields	View PDF	Enabled as survey	Instrument act
	OHRP-e07 Permi	ssion to Use Email		17	ß	۷	Choose action
	OHRP-e01 MMR/OMR With HIPAA		20	Ø	۷	Choose action	
	Consenting Person		3		Enable	Choose action	
					•		

Select View PDF – This will download a PDF of the survey form to upload to the NOTES and ATTACHMENTS section of WVU+kc.

Each eTemplate used for the eConsent will need to be attached as a PDF EXCEPT for the Consenting Person instrument.