

## 2021–2022 HEDS Research Practices Survey

The [HEDS Research Practices Survey](#) assesses first-year and senior students’ research experiences and their skills in finding, evaluating, and citing sources. Over 100 colleges and universities have used the HEDS Research Practices Survey since 2008.

The HEDS Research Practices Survey consists of two sections. The first section of the survey, “Perceptions of Research,” measures students’ experiences with research and the degree to which they experience difficulty in:

- Finding Sources – 7
- Using Information from Sources – 7 questions
- Citing Sources – 3 questions

Depending on how you administer the HEDS Research Practices Survey, you can use the results to assess:

- Entering first-year students’ research skills and precollege research experiences.
- First-year students’ research skills and experiences after one year of college.
- Senior students’ research skills and experiences after four years of college.
- Students’ growth in research skills over time.
- Students’ research skills and experiences compared with those of students at other institutions.

Your faculty and librarians can use information from this survey to develop pedagogies and materials to advance students’ research skills.

### Survey Administration

You may administer the survey to a cohort of students once or multiple times. You may administer a fall survey to first-year students; and you may administer a spring survey to first-year students, seniors, or both. The survey only takes about 15 minutes to complete. A single administration of the HEDS Research Practices Survey provides a snapshot of your students’ skills in finding, evaluating, and citing sources. You can use multiple administrations of the survey to gauge how those skills change over time.

### Single Administration

Purpose	Administration Period	Administration Duration	Earliest Possible Start Date	Must Be Completed By
Measure entering first-year students’ research experiences and skills	Beginning of first term	3–6 weeks	August 1	End of the third week of the first term
Measure first-year or senior students’ research experiences and skills after their first year or four years of college	End of spring term	3–6 weeks	Six weeks prior to the last day of spring classes	Two weeks after the last day of spring classes

### Multiple Administrations

Purpose	Administration Periods	Administration Logistics
Measure the growth in research skills in the first term of college.  This approach is especially helpful for institutions that have a first-term course for entering students with a research or information literacy component.	Beginning and end of the first term of college	<u>1st administration</u> <ul style="list-style-type: none"> <li>• Same as beginning-of-first-term single administration</li> </ul> <u>2nd administration</u> <ul style="list-style-type: none"> <li>• Survey the same students at the end of the first term</li> <li>• Duration: 2–4 weeks</li> <li>• Earliest possible start date: Two weeks prior to the last day of fall classes</li> <li>• Must be completed by: Start of the next academic term</li> </ul>
Measure growth in research skills over the first year of college.	Beginning and end of the first year of college	<u>1st administration</u> <ul style="list-style-type: none"> <li>• Same as beginning-of-first-term single administration</li> </ul> <u>2nd administration</u> <ul style="list-style-type: none"> <li>• Same as end-of-spring-term single administration</li> </ul>

You can opt to administer the HEDS Research Practices Survey outside of these standard administration periods, or recommended cohorts. However, we cannot provide comparative data for nonstandard administrations. If you are interested in a nonstandard administration, please contact us.

### Administration Methods

- **Email method** – A member of the HEDS staff sends your students an individualized email invitation with a unique link to the survey. If your students do not complete the survey, we will send reminders via email. You may customize both the invitation and the reminders, and each message appears to come from your institution.
- **Authentication method** – You provide students with a general survey link, and they use a unique password, such as their student ID or school email address, to log into the survey. We suggest this method when administering the survey in a classroom or computer lab.

For an additional fee, you can select both the email and authentication administration methods. To ensure consistency in the administration process and the integrity of the comparative data, we do not allow institutions to administer any HEDS survey through their own survey engines.

### Reports and Data Files

Standard single administration reports and data files:

- Summary reports that compare your students to students at (1) all other participating institutions and (2) the highest scoring institutions on key indicators in the HEDS Research Practices Survey.
- Frequency report that compares your students’ responses to those of students from the same class year(s) at all other participating institutions.
- SPSS and Microsoft Excel files with your institution’s survey data (includes both completed and partially completed surveys).
- Real-time data report accessed online with a unique password

If you administer the HEDS Research Practices Survey multiple times to the same cohort of students in order to assess their growth in research skills, you have the option to request an additional report comparing scores for all students who take the survey during the first administration to scores for all students who take the survey during the second administration. This growth report is \$250 for members and \$300 for nonmembers.

We will send institutions that participate in a nonstandard administration a data file with their students' responses, but due to the lack of comparative data, we cannot send any reports.

### Base Survey Costs

Each survey administration includes the following in the base cost:

- One 3–6 week survey administration
- One administration method: authentication, email, or paper
- Unlimited number of students invited to take the survey
- Up to 1,000 completed surveys
- One survey invitation and up to three reminders for email method
- 10 supplemental questions
- Report and data files as specified above
- *HEDS members*: post-survey phone consultation with a member of the HEDS staff about your institution's survey data

	<b>HEDS Institutions</b>	<b>Institutions not in HEDS</b>
Base cost – single administration to one cohort ( <i>first-year students in the fall or spring; senior students in the spring</i> )	\$500	\$2,000
Base cost – single administration for both first-year and senior students in the spring ( <i>two cohorts</i> )	\$875 ((\$500 for first-year students + \$375 for seniors)  (25% discount on original base cost of survey for seniors)	\$3,500 ((\$2,000 for first-year students + \$1,500 for seniors)  (25% discount on original base cost of survey for seniors)
Base cost – multiple administrations ( <i>first-year students at the beginning and end of the fall term or beginning and end of their first year</i> )	\$1,000 ((\$500 for 1st administration + \$500 for 2nd administration)	\$4,250 ((\$2,000 for 1st administration + \$2,000 for 2nd administration)

### Additional Fees (the following fees apply for each administration and each cohort)

	<b>HEDS Institutions</b>	<b>Institutions not in HEDS</b>
Using both the authentication and email administration methods	+ \$125	+ \$175
Using different invitations, reminders, and/or supplemental questions for subpopulations ( <i>e.g., different programs, majors, campuses</i> ) within a cohort of first-years or seniors	+ \$250 for each additional subpopulation	+ \$300 for each additional subpopulation
11 to 20 supplemental questions	+ \$250	+ \$300
Completed surveys beyond the first 1,000. ( <i>Count includes all administration methods but does not include partially completed surveys or duplicate surveys by the same person. Invoiced after survey window closes.</i> )	+ \$0.50 per extra response	+ \$0.70 per extra response
Additional Growth Report comparing scores from first administration to second administration	+\$250	+\$300
Late registration fee ( <i>see explanation in registration section below</i> )	+ \$250	+ \$300

### Data Security

HEDS secures your survey data and participant information by:

- Using Qualtrics, a survey engine, to protect and store your participant information and responses securely. Qualtrics protects their servers with firewalls, security scans, and nightly data backups. Qualtrics' security statement is available at <http://www.qualtrics.com/security-statement/>.
- Storing your participant information and survey results downloaded from Qualtrics on Box.com in a folder that only HEDS staff members can access. Box is a password-protected, encrypted, secure file storage system. See more information about Box's privacy and security at <https://www.box.com/business/enterprise-security/>.
- Using end-to-end encryption via SendSafely to securely transfer files between HEDS and your institution. See more information at <https://www.sendsafely.com/security/>.
- We use TunnelBear as a virtual private network (VPN) to secure our online tasks when we are required to work remotely. Learn more about how TunnelBear secures internet browsing here: <https://www.tunnelbear.com/blog/stronger-encryption/>
- Deleting all materials with invited participants' personal information from Box and the HEDS Qualtrics account sixty days after all final reports and data files have been delivered, and we have confirmed you received them.

All participating institutions, both HEDS institutions and institutions that are not in HEDS, will receive a report that compares the responses of their students to the aggregated responses of students from all other institutions.

We will not share any personal information we receive (i.e., name, email address, race/ethnicity, gender, class year, employee type, etc.) with any outside individuals or entities.

### Other HEDS Research Practices Survey Information

- **Survey liaison** – You will need to identify one individual from your institution to serve as the survey liaison to handle survey logistics, communicate with the HEDS staff, etc.
- **IRB approval** – The HEDS Research Practices Survey has been [approved](#) by the Wabash College Institutional Review Board (IRB) for use as a voluntary survey. We encourage your institution’s survey liaison to contact the IRB at your institution to determine whether their approval is needed prior to administering the survey.
- **Mandatory participation** – Institutions should not make the survey mandatory or use survey incentives that may affect voluntary participation without consulting their institution’s IRB. In addition, the introduction to the HEDS Research Practices Survey, which informs participants that the survey is voluntary, cannot be altered.
- **Embedding institution names in the survey** – We will configure the survey so that your institution’s name appears prominently on each page.
- **Supplemental questions** – You can add up to 20 supplemental questions, the first 10 of which are free, related to the HEDS Research Practices Survey’s subject matter at the end of the survey. Each subquestion on a multipart or matrix question counts as one supplemental question. Our [Supplemental Question Guide](#) provides more detail. We ask that you submit finalized questions during registration. Your data file will include participants’ responses to these questions, but the HEDS reports will not.
- **Qualtrics** – HEDS administers its surveys via the commercial survey engine Qualtrics.
- **Survey Agreements** – We detail our expectations, practices, fees, and terms of this survey in this document and our [Supplemental Administration Information document](#). If your institution requires us to use an agreement developed by your institution and we determine that we need our attorney to review that agreement, we will add the cost of that review to your survey fee. Currently, the standard rate for a contract review by our counsel is \$500.

### Registering for the HEDS Research Practices Survey

You can register for the 2021–2022 HEDS Research Practices Survey using our [online registration form](#). Once you submit the registration form, we will be in touch with you to discuss your survey preferences and the associated fees. Following this conversation, we will send an invoice which you can pay by credit card, direct deposit, or check.

You must register at least three weeks prior to the date on which you plan to begin administering the survey. We will make decisions about accepting late registrations on a case-by-case basis. If we can accommodate a late registration, we will charge an additional late fee.

### HEDS Research Practices Survey Administration Contact

Please contact Jessica Deemer ([jessica.deemer@hedsconsortium.org](mailto:jessica.deemer@hedsconsortium.org) or 765-361-5771) if you have any questions. You can download a copy of the survey from our website at: <https://www.hedsconsortium.org/heds-research-practices-survey/>.