

2021–2022 HEDS Sexual Assault Campus Climate Surveys Information Sheet

HEDS offers three different campus climate surveys on sexual assault and sexual violence—one for undergraduate students, one for advanced degree students, and one for faculty, staff, and administrators. These surveys are designed for and have been used by public and private institutions, from community colleges to research universities.

All three surveys ask respondents about their perceptions of their campus’s climate, their perceptions of how their institution responds to sexual assaults, and whether they have experienced unwanted sexual contact or sexual assault. The survey for faculty, staff, and administrators also asks respondents how well they know their institution’s procedures for reporting incidents of sexual violence, whether they’ve talked with victims of sexual violence, and whether they’ve reported these incidents. Administering all three surveys will provide a full picture of your campus climate and the extent to which student, faculty, staff, and administrator perceptions align on key issues related to sexual violence.

The surveys usually take less than 15 minutes to complete. Due to the surveys’ sensitive subject matter, responses for all three surveys are anonymous, and the surveys can **only be administered to those 18 years of age and older**. All three surveys are designed for people who spend a significant amount of time on campus, not for online students or for employees who work remotely.

You can administer these surveys for any 3- to 6-week period between October 1, 2021, and April 30, 2022. To receive comparative reports for the undergraduate survey, institutions must administer the survey to undergraduates from all class years. We ask that you register at least three weeks prior to the date on which you plan to begin administering the survey.

Administration Methods and Information

- **Email method** – Qualtrics, our survey engine, sends each participant an email invitation with a unique link to the survey. You may send up to three email reminders to participants who do not complete the survey. You may customize both the invitation and the reminders, and each message appears to come from your institution.
- **Authentication method** – You provide participants with a common link, and they use a unique password, such as their email address and/or ID number, to access the survey.
- **General link method** – You provide participants with a common link, and no password is required to access and complete the survey.

To learn more about these administration methods please see our [Distribution Methods](#) document. For an additional fee, you can select multiple administration methods. If you want to use more than one administration methods (e.g., you share a general link to the survey with all invited participants, and they also each receive an email with a unique link to the survey), please let us know so we can discuss the advantages and disadvantages of this approach. To ensure consistency in the administration process and comparative data, as well as people’s anonymity, we do not allow institutions to administer any HEDS survey through their own survey engines.

Anonymity

The survey asks many demographic questions to develop a better sense of how people with different background experience the climate at your institution. We exclude personal information, including name, email address, student or employee identification number, and IP address, from the data you receive.

We also remove some variables and/or combine response options into broader categories to maintain the anonymity of respondents. We will review open-ended text responses and remove the names of anyone who identifies themselves or is accused of sexual assault and/or harassment and send the reviewed open-ended text responses in a separate file. The data file that we return to you will not include any institution-provided personal information such as race/ethnicity, gender, employee type, or campus ID number.

Given the sensitive nature of the data from these surveys, we encourage you to work with your campus's institutional review board (IRB) to help to assure your campus constituencies that your institution is treating the survey data and findings appropriately. Your procedures should protect the anonymity of the people who respond and their responses.

Reports and Data Files

Standard administration reports and data files include:

- SPSS and Microsoft Excel files with your institution's survey data
- Reports that compare your institution's results to those of all other participating institutions on all survey questions and indicators.
- Compilation of open-ended survey responses

Fees

Each survey administration includes the following in the base cost:

- One 3- to 6-week survey administration
- One administration method
- Unlimited number of students and employees invited to take the survey
- Up to 1,000 completed surveys
- One survey invitation and up to three reminders for email method
- Up to 10 close-ended supplemental questions (*e.g., multiple-choice, matrix, check-all-that-apply*)
- Reports and data files as specified above
- Post-survey phone consultation with a member of the HEDS staff about your institution's survey data

	HEDS institutions	Institutions not in HEDS
Base cost – survey of one population (either undergraduate, advanced degree, or faculty/staff)	\$500	\$2,000
Base cost of additional populations	\$375 for each additional population	\$1,500 for each additional population

	HEDS institutions	Institutions not in HEDS
	(25% discount on original base cost for each additional survey)	(25% discount on original base cost for each additional survey)

Additional Fees (the following fees apply for each population)

	HEDS institutions	Institutions not in HEDS
Additional administration method(s) (<i>email, authentication, or general link with no authenticator</i>)	+ \$125 per additional method	+ \$175 per additional method
Up to 10 additional close-ended supplemental questions (<i>for a total of 11–20 close-ended supplemental questions</i>)	+ \$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>)	+ \$1.00 per extra survey response	+ \$1.40 per extra survey response
Up to two open-ended supplemental questions (<i>We charge more for these types of questions given the additional staff time needed to review text responses for identifying information; the fees per completed survey are in addition to the standard fee for over 1,000 completed surveys</i>)	+ \$125 per question plus \$0.50 for each additional completed survey over 1,000	+ \$175 per question plus \$0.70 for each additional completed survey over 1,000
Late registration fee (<i>see explanation in registration section below</i>)	+ \$250	+ \$300

If you want to administer a survey to people at multiple campuses or within a multi-institution system, please contact Becky D’Amato (rebecca.damato@hedsconsortium.org or 765-361-6097) for more information.

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 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 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.
- We will not share any personally identifiable information with any outside individuals or entities.

Other Survey Information

- **Survey liaison** – You 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** – As the provider of the HEDS Sexual Assault Campus Climate Surveys, we submitted the survey to the Wabash College Institutional Review Board (IRB) for review, and it qualified for exempt status. The Wabash IRB letter for the 2020–2021 administration is available [here](#). We will update this document with the letter for the 2021–2022 administration when it is available. We encourage you work with your own IRB for approval, including approval of supplemental questions if applicable, before administering this survey. The Wabash IRB will not enter into authorization agreements with institutions that use HEDS surveys.
- **Mandatory participation** – You should not make the survey mandatory or use survey incentives that may affect voluntary participation without consulting your IRB. In addition, the introduction to each HEDS survey, which informs participants that the survey is voluntary, cannot be altered.
- **Submitting the survey** – Participants may choose not to answer any question in the survey. They may also stop taking the survey at any time and choose not to submit their data. This means that we will only keep survey responses if respondents click the “submit” button at the end of the survey. We have done this to ensure that people have complete control over whether their responses are included in our data files and reports.
- **Supplemental questions** – You can add supplemental questions related to the surveys’ subject matter at the end of the survey. The questions must not ask for information that would lead to the identification of people taking the survey. Each sub-question on a multipart or matrix question counts as one close-ended supplemental question. A question that is answered with a text response counts as an open-ended supplemental question. Your data file(s) will include participants’ responses to these questions, but the HEDS reports will not. For more information on how to count and format supplemental questions before submitting them to HEDS, please review our [Supplemental Question Guide](#).
- **Additional questions for institutions in New York** – If your institution is in the state of New York, we can add questions to the end of your survey, at no cost, so that the survey satisfies the requirements of the State of New York Senate Bill S5965.
- **Other state requirements or initiatives** – If your institution is in a state that requires or has an initiative to survey students or faculty/staff about sexual violence, we will work with you to meet those obligations. Please contact us to describe your needs.
- **Response rates** – We send survey liaisons weekly updates on response rates during the survey administration period so they can monitor survey participation.
- **Campus and local resources for sexual violence** – Survey liaisons will provide contact information for campus and local resources for sexual violence and may also provide information about how to report incidents of sexual assault to campus authorities.
- **Embedding institution names** – We will configure the survey so that your institution’s name appears prominently on each page and in questions.
- **ADA Accessibility** – Please let us know if anyone at your institution needs a version of the survey that is compatible with screen readers or has other ADA-related requirements so we can discuss options with you.
- **Support for RAINN** – The HEDS Consortium supports the efforts of colleges and universities to prevent sexual assault, to help victims of sexual assault, and to ensure safe campus environments for all students, faculty, and staff. We will make a donation to the Rape, Abuse & Incest National Network (RAINN), the nation’s largest anti-sexual violence organization, for every institution that participates in our sexual assault campus climate surveys.



- **Capping responses** – We can place “caps” or limits on the amount of completed responses your survey will accept to help plan for expenses associated with administering our survey. Please let us know if you are interested in this.
- **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 Sexual Assault Campus Climate Surveys

You can register for the 2021–2022 HEDS Sexual Assault Campus Climate Surveys 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 may charge an additional late fee.

HEDS Sexual Assault Campus Climate Surveys Administration Contact

Please contact Becky D’Amato (rebecca.damato@hedsconsortium.org or 765-361-6097) if you have any questions. You can download copies of the surveys from our website at: <https://www.hedsconsortium.org/heds-sexual-assault-campus-survey/>.