

## 2023–2024 HEDS Sexual Assault Campus Climate Surveys Information Sheet

*Updated: 2/15/2024*

### Contents

In this information sheet, we detail the survey options available to you, as well as our expectations, practices, fees, and terms of service.

### About the Survey

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 20 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 at least 18 years of age**. All three surveys are designed for people who spend a significant amount of time on campus. They’re not designed for online students or remote employees.

Since 2022, we’ve been collaborating with researchers at Columbia University and the University of Wisconsin to examine how state policies, the community and institutional environment, and institutional policies affect binge drinking and peer victimization, including racial, sexual, and gender minority victimization on college campuses. As part of that collaboration, we’ve added a small number of questions that support this research to the undergraduate and advanced degree HEDS Sexual Assault Campus Climate Surveys.

### Survey Administration Window

You can administer these surveys for any 3–6 week period between October 16, 2023, and May 31, 2024 (*extended from April 26, 2024*). Please note that starting this year, you must **register at least seven weeks before the date on which you plan to begin administering the survey**.

### Reports and Data Files

The standard reports and data files you’ll receive when you use this survey include:

- Reports that compare your institution’s results to those of all other participating institutions on all survey questions and indicators.
- Unit-record SPSS and Microsoft Excel files with your institution’s survey data.
- A compilation of open-ended survey responses.
  - Your unit-record data files and compilation of open-ended responses will be sent to you no later than 50 business days after your survey closes if you accept our secure [data handling agreements](#).

## Survey Administration Methods

Administration methods are how you invite people to take your survey. For full details about these methods, including the advantages and disadvantages of each, please see our [Administration Methods](#) document.

- **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.

If you want to use both email and authentication, please let us know so we can discuss the advantages and disadvantages of this approach. To ensure consistency in the administration process, comparative data, and people’s anonymity, we do not allow institutions to administer any HEDS survey through their own survey engines.

## Fees

As noted, we offer 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. For each survey you use, your base cost will include:

- One 3- to 6-week survey administration
- One administration method
- Unlimited number of people 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, check-all-that-apply*)
- Reports and data files as specified above

	HEDS institutions*	Institutions not in HEDS
Base cost of one survey (either undergraduate, advanced degree, or faculty/staff)	\$575	\$2,300
Discount for using the general link administration method only	-\$75	-\$200

Base cost of two surveys	\$1,000	\$4,000
Discount for using the general link administration method only on both	-\$125	-\$325

Base cost of three surveys	\$1,425	\$5,700
Discount for using the general link administration method only on all three surveys	-\$175	-\$450

**Additional Fees (the following fees apply for *each* survey if doing more than one)**

	<b>HEDS institutions</b>	<b>Institutions not in HEDS</b>
Using both the authentication and email administration methods	+ \$150	+ \$200
Up to 10 additional close-ended supplemental questions ( <i>for a total of 11–20 close-ended supplemental questions</i> )	+ \$275	+ \$325
Up to two open-ended supplemental questions	+ \$150 per question	+ \$200 per question
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> )	+ \$1.10 per additional completed survey	+ \$1.55 per additional completed survey
Completed surveys beyond the first 1,000 <b>if you add open-ended supplemental questions</b> . ( <i>We charge more given the additional staff time needed to review text responses for identifying information.</i> )	+ \$1.65 per additional completed survey	+ \$2.35 per additional completed survey
We can place “caps” or limits on the number of completed responses your survey will accept to help manage fees for responses over 1,000. Please let us know if you are interested in this.		
Late registration fee ( <i>see explanation in registration section below</i> )	+ \$275	+ \$325

\*In order to qualify for the HEDS member discounted survey fees listed above, your institution must have paid its HEDS membership fee for 2023-2024 by the time we invoice you, or we will charge you the full survey price. Please talk to us if you are uncertain if your institution is up to date on its membership fee.

**Special Fees**

**Multi-campus/multi-institution administrations** – If you want to administer a survey to people at multiple campuses or within a multi-institution system, please contact us for more information and pricing.

**Contracts or survey agreements from your institution** – If your institution requires us to use an agreement or contract 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. The standard rate for a contract review by our counsel is \$500.

**Errors in participant list** – If you realize that you made an error in the participant list you provided us (e.g., incomplete list, incorrect group of campus members, emails with incorrect names) after the survey has launched, please notify us immediately. Depending on the scope of the error, we may need to close the survey, clear any responses, and relaunch the survey for an additional fee.

**Other Survey Information**

**Survey liaison** – You need to identify one individual from your institution to serve as the survey liaison. We’ll direct all communication to the survey liaison, and the survey liaison is responsible for contacting other people on their campus about survey logistics. The survey liaison will be responsible for providing the survey materials needed based on the administration method chosen (see above), testing the survey, and collaborating with us to troubleshoot if technical problems arise.

**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. We include this information for participants in your survey.

**IRB approval** – The HEDS Sexual Assault Campus Climate Surveys have been [approved](#) by the Wabash College Institutional Review Board (IRB) for use as voluntary surveys. We encourage your institution’s survey liaison to contact the IRB at your institution to determine whether their approval is needed, including approval of supplemental questions if applicable, before administering these surveys. The Wabash IRB will not enter into authorization agreements with institutions that use HEDS surveys.

**Incentives** – You may offer incentives to students and faculty/staff who submit this survey. You can review the incentive options [here](#).

**Mandatory participation** – Institutions should not make the survey mandatory or use survey incentives that may affect voluntary participation without consulting your IRB.

**Unfinished surveys** – 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 they 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.

**Additional module for institutions in New York** – If your institution is in the state of New York, we can add a module 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.

**Supplemental questions** – You can add supplemental questions related to the survey’s 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 unit record 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](#).

**Changes to the survey questions** – While you can *add* supplemental questions to the end, we do not modify our survey questions or response options. In order for us to offer the benefit of comparative data between participating institutions in our survey reports, the questions and response options have to be the same across all the colleges and universities using the survey.

**Survey participation** – We will provide access to an online report that shows you how many people have responded to the survey. The number updates in real-time as more people respond.

**Embedding institution names** – We will set up 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.

## Practices and Agreements for Ensuring Anonymity

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. Finally, we 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. Given the sensitive nature of the data from these surveys, your institution *must* accept our secure data handling agreements to receive any unit-record data files. These include:

1. No more than 5 people at your institution will have access to the unit-record data file that HEDS sends to you.
  - a. Given their contact with students, faculty should not be among the 5 people who have access to your institution's unit-record file for the undergraduate or advanced degree surveys unless their access is essential for analyzing your institution's data.
  - b. Managers, Deans, Program Directors, Department Chairs, and other supervisors should not be among the 5 people who have access to your institution's unit-record file unless a) their direct reports have not participated in the survey, or b) their access is essential for analyzing your institution's survey data.
2. Undergraduate students will not have access to the unit-record data file.
3. The people who have access to the unit-record data file from HEDS will be required to follow your institution's rules, policies, and procedures for protecting and maintaining the confidentiality of sensitive, identifiable student and employee information.
4. You will ensure that all reports or presentations based on data from the unit-record data file follow an "n>4" rule and do not include any statistical information or findings based on a group smaller than 5 people.

We also encourage you to work with your institutional review board (IRB) to help to assure your campus constituencies that your institution is treating the survey data and findings appropriately.

## 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 its 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 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 any files with personally identifiable data 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 within 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.

## Deadlines

Below we review your deadlines for each step in our work together to set up a survey. Setting up surveys exactly how you'd like them is complicated, and we may be setting up and running many dozens of surveys at a time. We've set the following deadlines to ensure we have enough time to do a good job administering your survey. If

you miss a deadline, we will probably have to delay the opening of your survey. The deadlines below are based on the date you wish to start your survey administration.

Task for your institution	Deadline
<p><b>Register for the Survey</b></p>	<p>At least <b>seven weeks (35 business days)</b> before the survey start date.</p> <p><i>Earlier is better to allow you more time to work out the details of your survey.</i></p>
<p><b>Set up Call with HEDS to Discuss Survey Details</b></p> <p>HEDS will contact you to set up a call to discuss the details of your survey administration, fees, and to let you know what materials you will need to provide.</p>	<p>Call takes place <b>2–9 business days</b> after registering.</p> <p><i>We will offer you meeting times and dates within this 2–9 day window. If our call occurs during this period, you will have at least ten (10) business days to gather your materials.</i></p>
<p><b>Provide All Final Survey Materials to HEDS</b></p> <p>Final means <i>all stakeholders</i> have viewed and approved any of the following submitted to HEDS: how your institution’s name will appear in the survey, information about the survey leader(s) at your institution, links to resources for sexual assault and relationship violence, administration method(s), a participant list, dates and content of invitations and reminders, incentive options, and supplemental questions.</p> <p><i>Once we set up your survey in our survey engine for testing, any changes you make to the content of these materials will result in a significant delay in launching your survey .</i></p>	<p>By end-of-day, <b>sixteen (16) business days</b> before the survey start date.</p> <p><i>This is a very important deadline for meeting your desired survey start date. The earlier you register and meet with your HEDS survey team member, the more time you will have to gather your materials and get them approved.</i></p>
<p><b>Provide HEDS with Feedback on Survey Test</b></p>	<p>By end-of-day, <b>eight (8) business days</b> before the survey start date.</p> <p><i>You will have a minimum of 3 business days to test your survey.</i></p>
<p><b>Provide HEDS with Feedback on Final Survey Test</b> <i>(only if necessary)</i></p> <p>A second test will <i>only</i> happen if there was a technical difficulty to resolve, or if we made an error when setting up your survey.</p>	<p>By end-of-day, <b>four (4) business days</b> before the survey start date.</p> <p><i>You will have a minimum of 2 business days to review the second test.</i></p>

*Important Note About Survey Testing*

The purpose of testing is to ensure that the survey will run smoothly and to fix any technical difficulties (i.e., invitation messages going to spam) before your survey launches. Testing also allows you to check that we entered your invitation message (if using the email method) and supplemental questions exactly as you submitted them to us. We need to work with the final, approved version of all survey materials when setting up your survey for testing. **Testing isn’t the time to edit the content of emails or supplemental survey questions. Once we’ve used the information you’ve sent us to set up your survey for testing, any changes you make in that information will result in a significant delay, potentially days, in when we can launch your survey.** It is

important that you ask anyone at your institution who needs to review and approve your survey materials to do so before sending that material to us.

### Registering for the HEDS Sexual Assault Campus Climate Surveys

You can register for the 2023–2024 HEDS Sexual Assault Campus Climate Surveys using our [online registration form](#). **You must register at least seven weeks from the date you wish your survey to begin.** We will only accept late registrations in rare circumstances, and there will be a late fee ([see the bottom row of the Additional Fees table](#)). The last day to register will be March 22, 2024. Once you submit the registration form, we will contact you to discuss your survey preferences and the associated fees. Following this conversation, we will send an invoice that you can pay by credit card, direct deposit, or check.

### HEDS Sexual Assault Campus Climate Surveys Administration Contact

Please email us at [SexualAssaultSurvey@hedsconsortium.org](mailto:SexualAssaultSurvey@hedsconsortium.org) 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/>.