

2024–2025 HEDS Sexual Assault Campus Climate Surveys Information Sheet

Updated: 8/26/2024

In this information sheet, we detail the options for administering this survey, as well as our expectations, practices, fees, and terms of service. We cover the following information:

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Survey Content and Design

HEDS offers three different campus climate surveys on sexual assault and sexual violence:

- HEDS Sexual Assault Campus Climate Survey for Undergraduate Students
- HEDS Sexual Assault Campus Climate Survey for Advanced Degree Students
- HEDS Sexual Violence Campus Climate Survey for Faculty and Staff

All three [HEDS Sexual Assault Campus Climate 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.

These surveys are designed for and have been used by public and private institutions, from community colleges to research universities.

Survey Administration Window

You can administer these surveys for any 3–6 week period between October 14, 2024, and May 30, 2025. **You must register at least seven weeks before the date on which you plan to begin administering the survey.**

Reports and Data Files

You'll receive the following reports and data files when you use this survey:

- Your institution's unit-record survey data in both SPSS and Microsoft Excel files.
- A separate formatted Microsoft Excel file with your open-ended survey responses.
 - We will send you your unit-record data and open-ended response file no later than 50 business days after your survey closes. This timeline ensures we can thoroughly review responses and remove the names of anyone who identifies themselves or is accused of discrimination and/or harassment.
 - Given the sensitive nature of this data we require that you accept our secure [data handling agreement](#) before we send you any data files.
- A report that compares your institution's results to those of all other participating institutions on all survey questions and indicators.
 - We will send the comparison report to you by late summer 2025. Since we cannot begin developing these reports until the survey closes at the end of May, we cannot accommodate requests to deliver reports earlier than that date.

While not a report, you will have access to live updates on how people are responding to a subset of survey questions while your survey is open. These ongoing updates will give you an early, overall sense of how people are responding to select parts of the survey. They also allow you to gauge your response rates so you can adjust your communication strategies if necessary.

Custom Reports

As time permits, we occasionally create custom reports for institutions. When we have the capacity to create a custom report, the fee starts at \$500 for HEDS institutions and \$750 for institutions not in HEDS. We will determine the final price based on the complexity of your request. If you are interested in a custom report, please let us know when we are working with you to set up the administration of your survey.

Consulting About Survey Results

As time permits, we are glad to schedule an hour-long conversation with you and your colleagues to answer questions and provide some guidance for interpreting your survey data. We charge a fee for more extensive support, such as writing a short memo summarizing your institution's survey data or making a presentation on your data to select groups at your institution. For example, we occasionally make virtual presentations on an institution's survey data or visit campuses to make presentations, conduct follow-up focus groups, or work with the institution to consider ways of acting on data from the survey. For the 2024-2025 academic year, our typical fee for up to three virtual presentations is \$2,000 for HEDS institutions and \$2,700 for institutions that don't belong to HEDS. For campus visits, we typically charge \$2,800 plus expenses for HEDS institutions and \$3,500 plus expenses for institutions that don't belong to HEDS. Please note, the fees we list above are examples, and what we charge will vary depending on what you ask us to do. Furthermore, we are a small organization, so the number of consultations we can provide is limited.

Survey Administration Methods

We typically use one of three methods to invite people to take your survey. For full details about these methods, including the advantages and disadvantages of each, please see our [Administration Methods for Anonymous Surveys](#) document.

- **Email method** – We send 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 general link to the survey. No password is required to access and complete the survey. *Anyone* who follows the link can submit their responses.

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
- 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)

	HEDS Institutions*	Institutions not in HEDS
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. 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 if you add open-ended supplemental questions. (<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
Cancellation fee if you cancel after we have set up your survey in our survey engine	+ \$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 2024-2025 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.

HEDS Primary Contacts – If you belong to a HEDS member institution you have a [HEDS Primary Contact](#) who is responsible for representing your institution at HEDS and for ensuring that anyone with access to HEDS data follows our data sharing agreements. The survey liaison does not need to be the primary contact, but we will notify your primary contact when someone at your institution registers for the survey. They will also receive a copy of all data files and reports from the survey.

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.

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

Incentives – You may offer incentives. We will provide instructions for how to do so on an anonymous survey.

Live updates – We provide ongoing updates via our survey engine to give you a first look at select, high-level data from the survey. These live updates only show aggregated results to select questions. Because of this, data in the live update may not line up with the more disaggregated and complex comparison report that you’ll receive later. These updates will give you an early, overall sense of how people responded to parts of the survey, and it allows you to gauge your response rates so you can adjust your communication strategies if necessary. We do not recommend downloading this report as a PDF version because the graphics do not always present properly in this format.

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.

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 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. We standardize the questions and response options across all institutions to maintain the quality of the comparative data. For two-year institutions, we have a small set of response options that may not apply that we can hide. If your institution is a two-year college, we will discuss these options with you during our call about your survey administration.

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.

Embedding institution names – We will set up the survey so that your institution’s name appears prominently on each page and in questions.

Additional language versions – Qualtrics, our survey engine, can translate your survey into other languages using Google Translate. If you are interested in this option, please let us know. Depending on our survey load, we may have to limit you to using one additional language or charge extra for using more than one additional language.

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 go to great lengths to protect the anonymity of your students and employees. We exclude personal information, including name, email address, student or employee identification number, and IP address, from the data you receive.

Additionally, we remove a few variables that might make identification possible from your data file, such as responses to the “Are you transgender?” question. We also review open-ended text responses, remove the names of anyone who identifies themselves or is accused of discrimination and/or harassment, and send the reviewed open-ended text responses in a separate file.

Finally, given the sensitive nature of the data from these surveys, we require that your institution agree to the following conditions before we send you your institution’s unit record data file. These are:

1. No more than 5 people at your institution will have access to the unit-record data file that HEDS sends to you.
2. Everyone who has 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.
3. Given the responses that people from vulnerable groups/positions at your institution may provide on this survey, people from the following groups should not be among the 5 people who have access to your institution’s unit-record file unless their access is *essential* for analyzing your institution’s survey data. These are:
 - a. Managers, Deans, Program Directors, Department Chairs, and other supervisors or people in authority
 - b. Faculty
 - c. Students
4. You will ensure that all reports or presentations based on data from the unit-record file do not identify or include any data or findings from groups smaller than 5 people.

We also encourage you to work with your institutional review board (IRB) to help 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/>.
- 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>Register for the Survey</p>	<p>At least seven weeks (35 business days) 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>Set up Call with HEDS to Discuss Survey Details</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 2–9 business days 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>Provide All Final Survey Materials to HEDS</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, sixteen (16) business days 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>Provide HEDS with Feedback on Survey Test</p>	<p>By end-of-day, eight (8) business days before the survey start date.</p> <p><i>You will have a minimum of 3 business days to test your survey.</i></p>
<p>Provide HEDS with Feedback on Final Survey Test (<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, four (4) business days 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 2024–2025 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 21, 2025. 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.

[Questions about the HEDS Sexual Assault Campus Climate Surveys?](#)

Please email us at 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/>.