

**Long Island University Doctoral Programs
Campus Labs Student Account Request**

Doctoral students who are doing survey work as part of their approved University research may request an account that will allow them to use the University's survey platform: Campus Labs.

This application can be filed **ONLY AFTER** you have received IRB approval and have a copy of the IRB Approval Memo (an electronic copy is emailed from the IRB to you and your chair once it is approved).

The form below must be completed by the student and Doctoral Committee Chair, and the Doctoral Committee Chair must then email it with a copy of the IRB Approval Memo to Andrea.McLoughlin@liu.edu.

Both the student and the Doctoral Committee Chair must have CampusLabs accounts in order to use the system. **If the Doctoral Committee Chair does not have a CampusLabs account, they must request one from Dr. McLoughlin when sending this application.**

Student Name: _____

Student LIU Email Address: _____

Doctoral Committee Chair: _____

Doctoral Committee Chair LIU Email: _____

Doctoral Department (Psy D, EdD, Veterinary): _____

IRB-Approved Project Title: _____

IRB Project Number*: _____

IRB Approved Data Collection Begin and End Dates*: From _____ To _____

Requesting a Project Set Up within Campus Labs

Once your Doctoral Committee Chair has requested a student account for you, they must also log in to CampusLabs themselves at <https://liu.campuslabs/baseline> and **Request a New Project**. For that reason, and to supervise your project appropriately, they also need an account with CampusLabs.

Once the Doctoral Committee Chair **Requests a New Project**, the set-up wizard will walk them through the information that CampusLabs needs to create a project page for it (project title, data collection dates, etc). **As part of that process, there will be a “Notes” box, into which the Doctoral Committee Chair MUST copy the following information and include the student’s LIU email address:**

"This formal research project requires that access be restricted to project investigators only, so it should be put in the Department for Projects Requiring Confidentiality. Only the following people should have access: [insert the Advisor and student LIU email addresses]."

Some things to know when using CampusLabs:

1. CampusLabs helps with survey research only.
2. Whenever CampusLabs must create or update your survey, it can take them up to a week or more behind the scenes. This depends on their availability since they are managing other schools as well as LIU, but it also depends on the size and complexity of the work needed for your survey. Just know that you should **start any CampusLabs survey project at least 3 or 4 weeks in advance of your data collection start date**.
3. Once a project is requested:
 - a. CampusLabs will email those working on it when the project dashboard page has been created.
 - b. Either the Chair or Doctoral Student may then log in, click the Baseline button, the Manage Projects button, write in the project title, and when brought to the Project Dashboard, upload a Word version of the survey in the space for it.
 - c. CampusLabs will then email those working on it when the survey is ready for Preview.
 - d. The Chair and Doctoral Student may then log in, click the Baseline button, click the Manage Projects button, write in the project title, and when brought to the Project Dashboard, download the Word version of the Project Outline.
 - e. Then click the Preview button to walk through the survey as if it is live in order to look for corrections needed, while making note on the Outline of any changes that need to be made. When finished, the edited Outline may either be uploaded in the same area as the original Word version of the survey or emailed to CampusLabs with a request that the project be updated.
 - f. CampusLabs will then email those working on it when the survey is ready for Preview again, to be sure any needed changes were made.
 - g. Once the survey is completely ready, the generic web link url from the “Administrations Methods box on the Project Dashboard may be mailed out to potential respondents.
 - h. Either the Chair or Doctoral Student may then log in at any time to view or export reports or raw results.
4. **In results, participants will be anonymized and that is never breached.** If a project needs to track identity (for longitudinal or comparison work), participants will need to assign themselves a unique ID that they use whenever entering; or the Project Investigators need to be up front in the Informed Consent (which can be written into the front of the survey) that the data, while confidential, is NOT anonymous. Participants can then be asked to SELF-IDENTIFY as the first question on each survey.