Guidance for Online Tools for Research Activities, Data Collection and Storage

This guidance intends to assist researchers in protecting human research subjects by minimizing risk of breach of confidentiality when using online tools. The following guidelines should be used in alignment with current UToledo policies and procedures related to human research subjects, information technology, and data security.

In your submission to the IRB, please be sure to clearly describe the confidentiality and data security steps you will take while using online tools.

The following online tools may be used to conduct research online, as described:

<u>Video conferencing:</u>

- **Cisco Webex** is a preferred videoconferencing tool, using your UTAD account.
    - To request a UToledo Webex account:
    https://www.utoledo.edu/it/webforms/webex-account-request.html

- **Microsoft Teams** is a preferred videoconferencing tool, using your UTAD account.
    - To request a UToledo Teams site:
    https://forms.office.com/Pages/ResponsePage.aspx?id=BxdrHam6PUqo-N6r-z1Ge17uthTBwRNAsp7o158CKyNURTNSTlJPR0xSME1QTFRTNUYxUEpST1RZQS QlQCN0PWcu

- **Zoom** may be acceptable for some aspects of conducting exempt research, however, UToledo Information Technology is not able to offer support for Zoom if you encounter technical issues. Therefore, it is strongly advised that you use Webex or Teams for videoconferencing.

<u>Microsoft Office 365 accounts</u>:

Several applications are available in Office 365 by logging in with your UTAD account, including:

- o **Microsoft Forms** which can create simple surveys, quizzes, and polls;
- o **Microsoft Stream** can be used for live or recorded broadcasts;
- o **Microsoft OneDrive** and **Sharepoint** can be used for sharing files with students, collaborators, or research participants;
- o **Microsoft Project** can be used for project organization.

Please note that security settings for Office 365 are set by UToledo. Some aspects my require the other individuals to have their own Office 365 account, though it may not need to be a UTAD account, depending on what you are sharing. Some options may allow "guest" access.

Users can access Office365 at https://office365.utoledo.edu

Surveys:

- o **Qualtrics** is a preferred survey tool. The University has acquired a site license for Qualtrics. All faculty, staff, and students can connect to Qualtrics using your UTAD credentials at this link: https://toledouw.qualtrics.com. Guidance videos can be found in your myUT portal under training or in Qualtrics at https://basecamp.qualtrics.com/series/learn-to-use-qualtrics-research-core.

- o **SurveyMonkey** may be used to conduct surveys only where: the responses are anonymous, the survey questions do not ask any potentially sensitive or triggering questions, and the research falls into an exempt category.

If you are collecting email addresses for any reason, such as for an incentive like a gift card drawing, your online survey must be designed in a way that ensures email addresses will be stored separately from the survey response data.

The following online tools may NOT be used for UToledo IRB-approved research activities or research data storage. Protocols referencing these tools will not be approved by the IRB:

- o **TeamViewer**
- o **GoToMeeting**
- o **Dropbox**
- o **Google** (i.e., Google Meet, Google Drive, Google Forms, Google Sheets, etc.)