1. I'm requesting use of a Qualtrics account on behalf of:

☐ a) an individual KSU student I am supervising.

______________________________________________________________________________
Student Last Name  Student First Name  Student KSU E-Mail

☐ b) students taking a course I am teaching or in a degree program I oversee.

______________________________________________________________________________
Course Number  Course CRN  Course Title  Semester/Year

☐ c) a registered student organization (RSO) I advise.

______________________________________________________________________________
RSO Name

______________________________________________________________________________
Student Last Name  Student First Name  Student KSU E-Mail

Note: All student accounts will expire one year after account activation.

2. Please provide the student’s IRB Approval Number: _______________________________________________________________________________

If student does not have IRB Approval Number, will their research involve human or animal subjects? ☐ Yes  ☐ No

3. Please describe how Qualtrics will help achieve the project/course goals.

4. Please provide your contact information.

______________________________________________________________________________
Last Name  First Name  KSU E-Mail  Ext.

You can submit this form to irb@kennesaw.edu.
Qualtrics Student Account Request Form

5. KSU Qualtrics End-User License Agreement

I. Purpose of Agreement
   a. This agreement defines the responsibilities and expectations of individuals requesting access to Qualtrics, a web-based survey application, available to all active KSU faculty, staff, and students.

II. Responsibilities:
   a. I agree to:
      i. Use Qualtrics within the normal requirements of legal and ethical behavior expected of Kennesaw State University students, faculty, and staff.
      ii. Abide by all university policies regarding the use of technology resources and, specifically, the collection and use of sensitive data [https://policy.kennesaw.edu/](https://policy.kennesaw.edu/)
      iii. Refrain from the collection of credit card, debit card, or banking information
      iv. Abide by the standards and practices of the Kennesaw State University Institution Review Board (IRB): [http://www.kennesaw.edu/irb/](http://www.kennesaw.edu/irb/)
      vi. Assume responsibility for any and all customized settings, codes, templates, etc. that are not included in the default settings.

By signing below, you accept oversight of the student(s) you are requesting access for. You also accept responsibility for assuring the student(s) adhere to the KSU Qualtrics End-User License Agreement.

________________________________________
Signature

________________________________________
Name (print)

________________________________________
Date

You can submit this form to [irb@kennesaw.edu](mailto:irb@kennesaw.edu).