

PSRI Participation Agreement

The PSRI Participation Agreement details the responsibilities of the Participating Institution and Iowa State University in administering and reporting of the Personal and Social Responsibility Inventory (PSRI).

Responsibilities of the Participating Institution:

- The participating institution will comply with all survey administration protocols approved by the Iowa State University (ISU) IRB. PSRI survey administration protocols adhere to federal regulations pertaining to the protection of human subjects (45CFR46). Participating institutions will check with local institutional review boards to ensure adherence to institutional guidelines regarding the protection of human subjects and assume responsibility for any additional review required by those institutional review board.
- The participating institution will provide (1) institutional profile information and (2) population data files for students and professionals. ISU and the Research Institute for Studies in Education (RISE) will never use population file data for any purpose other than the PSRI, and will never release contact information to a third party.
- The participating institution will provide the following record data for **students** and **professionals** in Excel csv spreadsheet format by a date based on your PSRI administration schedule, determined in consultation with the RISE staff. The items will be used for matching and validation purposes. Student variables will be merged into the student raw data set upon completion of the PSRI administration.

Students	Professionals
Campus ID	First name
First name	Last name
Last name	Email address
Email address	Type of appointment (Faculty, Academic Administrator, Student Affairs Administrator)
Class level	
Enrollment status (full-time/part-time)	Sex/Gender
Sex/Gender	Race/Ethnicity (IPEDS Categories)
Race/Ethnicity (IPEDS Categories)	Department
ACT or SAT comprehensive score	Faculty Rank (if applicable)

- Upon registering for the PSRI, the participating institution will be charged a \$3,000 administration fee and a non-refundable \$300 registration fee (total of \$3,300). In the event that the participating institution withdraws from PSRI prior to the start of survey administration, the \$3,000 administration fee only will be refunded.
- The participating institution may use their own findings for institutional improvement purposes and public reporting. PSRI results specific to individual institutions and identified as such will not be made public by ISU.
- The participating institution will agree that ISU may use the data in the aggregate for national and sector reporting purposes and other undergraduate improvement initiatives and may make data, in which individual institutions and students cannot be identified, available to those outside of ISU and RISE for research purposes.
- The participating institution will agree that ISU may randomly assign students one module for research and validation purposes.
- The participating institution may add up to five institution specific questions (ISQ) which are subject to ISU IRB approval. Request for ISQs must be received no later than December 31 to allow time for the IRB approval process.

Responsibilities of Iowa State University:

- ISU will administer the PSRI at an agreed upon time between February and April, to all students, faculty, academic administrators, and student affairs staff at participating institution using email addresses provided.
- ISU will use student and professionals contact information only for the purpose of inviting participation in the PSRI.
- ISU will comply with use of student data under FERPA. The use of student data by PSRI is regulated by the U.S. Family Educational Rights and Privacy Act [FERPA, 34CFR 99.31(a)6(i)], which defines how educational institutions may share student data with outside agencies conducting research and assessment for the purpose of improving instruction. In accordance with FERPA rules and regulations published December 9, 2008, the section below specifies the student records used by PSRI and stipulates the conditions of that use.
- ISU will destroy personally identifiable information when no longer needed for purposes of the PSRI Survey or within 10 years, whichever is shorter.
- ISU is available to provide consulting, analyses, or reporting on any requests that fall outside of the deliverables listed below. These additional services are subject to a separate agreement and additional fees.
- ISU will provide the following deliverables upon completion of PSRI administration:
 1. Student raw data set. In order to facilitate the connection of individual student data with existing campus-based student data, the PSRI student data set will include unique identifiers for each student.
 2. Faculty, student affairs, and academic affairs administrators' raw data set. All identifiable information (including unique identifiers) will be removed prior to return of data set. Additionally, other variables that could be used to identify individuals will be examined on a case-by-case basis and may be excluded from the data set per established protocol.
 3. Institutional report of quantitative analyses:
 - a. Descriptive statistics for each item
 - b. Descriptive statistics for each scale
 - c. Between group comparisons of scales for students and professionals
 - d. National benchmarking data for each scale to allow for comparison with other participating institutions
 4. All responses to open-ended items sorted by PSRI Survey Dimension and by survey group (i.e., Student, Faculty, Academic Administrator, Student Affairs Administrator).
 5. Interpreter's Guide

By signing below, I attest that _____ [institution name] intends to participate in the PSRI administration during the spring semester. I further attest that I have the authority to commit my institution to participating in the PSRI and all required payments.

signed: _____ date: _____

name: _____ email: _____

title: _____ phone: _____