

PARTICIPANT INFORMATION SHEET

(INDEX Survey for Staff Who Teach)

Title of study: INDEX Survey – Irish National Digital Experience Survey

You are invited to take part in the INDEX Survey. Please read the following information carefully in order to understand the purpose of the research and what it involves of you.

Why am I being asked to participate? As a member of staff engaged in teaching and/or supporting learning and teaching, you are being asked to take part in this survey. In addition to this survey of staff who teach, students are being invited to take part in a corresponding survey.

What's the purpose of the survey? The purpose of the INDEX Survey is to understand more about the digital experiences and expectations of students and staff who teach in Irish higher education. All who complete the survey will contribute to the evidence that informs important decision-making around digital teaching and learning within NUI Galway – and will influence the future enhancement of digital teaching and learning across the Irish higher education sector. The INDEX Survey is being coordinated by Ireland's [National Forum for the Enhancement of Teaching and Learning in Higher Education](#).

What will taking part involve? The survey will take 5-10 minutes to complete (about 20 short questions). The survey asks questions about your use of digital tools and infrastructure in your teaching activities.

Do I have to take part? Your participation is voluntary and you can stop at any point. All questions are optional. Your data will not become part of the dataset for the study until you click YES on the consent form at the end of the survey, and then FINISH. You may withdraw at any point simply by leaving the survey.

How will my data be protected? Participation in the survey is confidential. The INDEX Survey is designed *not* to collect personally identifiable data. Questions that ask for descriptive information use generalisation techniques designed to avoid the possibility that respondents can be identified. You are asked not to enter any personally identifiable data in the open-field questions. Upon the close of the survey, the survey data will be anonymised, i.e. any personal data that may have been entered will be permanently deleted, irreversibly preventing identification of individual(s) to whom it related.

Where and how long will my data be held? While the survey is live, data will be stored on a secure Jisc online surveys server located in Dublin (in conformance with ISO 27001). All survey responses are collected over an encrypted SSL (TLS) connection, ensuring that data can be transmitted securely. Online surveys data stores are backed up daily and held for three months; after three months backups are deleted and destroyed. Both NUI Galway and the National Forum will download the INDEX Survey data for analysis.

- NUI Galway will analyse the anonymised institutional dataset. This data will be stored on password-protected computers and folders and the survey dataset will be accessible only by employees of NUI Galway approved by the institutional lead. The institutional dataset will be stored for a minimum of 2.5 and a maximum of 7 years at which point it will be deleted.
- The National Forum will analyse the anonymised national dataset. This data will be stored on password-protected computers and folders; the survey dataset will be accessible only by the INDEX Survey research team or other employees of the National Forum approved by the Director. The national dataset will be stored for a minimum of 2.5 and a maximum of 7 years, at which point it will be deleted.

What will happen to results of the study? The anonymised survey data will be analysed by researchers at NUI Galway and the National Forum. The findings will be used to understand more about the digital experiences and expectations of students and staff who teach so that we can work together towards enhancing digital learning and teaching. A summary of institution-level findings of the survey will be shared with all students at NUI Galway in spring 2020. In addition, national-level findings of the student survey and the survey of staff who teach will be shared by the National Forum through a national report in spring 2020, as well as presentations, peer-reviewed articles and other communications.

Who can I contact if I have questions? Should you have a question or comment about this survey, please contact the institutional lead jain.maclarenn@nuigalway.ie or index@teachingandlearning.ie.