



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:

Video conferencing:

- **UToledo Cisco Webex**
- **UToledo Microsoft Teams**
- **Zoom** may be used on a case-by-case basis for minimal-risk research where video recording is not taking place.

Surveys:

- **UToledo QuestionPro** is the preferred survey tool.
- **UToledo Microsoft Forms**

If you are collecting contact information 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 collected and stored separately from the survey response data.

Data Storage and Data Sharing:

- **UToledo Microsoft OneDrive**
- **UToledo-owned devices that are password, fingerprint, or facial recognition protected**
- **UToledo Z drive**
- **Other devices may be approved on a case-by-case basis for minimal risk research where identifiers are not collected.**