



Website: <http://healthymindsnetwork.org/participate/how-to-participate>

Email: [hms-coordination@umich.edu](mailto:hms-coordination@umich.edu)

**School Participation Overview Guide | Academic Year 2019-2020**

Dear colleague,

Welcome to the *Healthy Minds Study School Participation Guide*! This guide is an extension to the Healthy Minds Qualtrics Enrollment Form and is intended to make your participation in the study as easy as possible. The guide describes each step in the process from enrollment to data collection and highlights specific tasks at each step.

By enrolling your institution in HMS, you are joining a group of colleges and universities dedicated to understanding and addressing issues related to student mental health through scientifically rigorous research. The ultimate goal is that HMS data can be used to inform policy and practice on college and university campuses. If you have not already done so, we hope you will join us in our efforts to achieve this goal by enrolling your institution in HMS.

The HMS research team is deeply committed to strengthening the research-to-practice link. We are continuously refining our efforts to meet the needs of participating schools, and we truly value your input and suggestions. If you have questions or concerns that are not addressed in this guide, please feel free to contact us at [hms-coordination@umich.edu](mailto:hms-coordination@umich.edu).

Sincerely,

The Healthy Minds Network Team

Daniel Eisenberg, Ph.D., Director

Sarah Ketchen Lipson, Ph.D., M.Ed., Associate Director

Peter Ceglarek, M.P.H., Projects Manager

Megan Phillips, M.A., Contracts and Budget Manager

Sasha Zhou, M.P.H., M.H.S.A., Data Analysis Manager

Akilah Patterson, M.P.H., Study Coordinator

Amber Talaski, B.A., Study Coordinator

Adam Wheeler, B.A., Graduate Research Assistant

Hannah Connors, Research Assistant

Shelby Steverson, Research Assistant

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### **Notes:**

- One person on your campus will serve as the *Primary Campus Contact*. This guide is written primarily for the Primary Campus Contact (“you”). The HMS research team (“we”) are available to communicate directly with you throughout the preparation, data collection, and data reporting phases.
- Throughout this guide, several tasks are described that require submission to the HMS research team through our online enrollment form. The email address to use for all HMS-related communication is [hms-coordination@umich.edu](mailto:hms-coordination@umich.edu).
- **Acronyms:**
  - HMS=Healthy Minds Study
  - UM=University of Michigan
  - IRB=Institutional Review Board
  - ORSP= Office of Research Sponsored Projects
  - JED= The Jed Foundation or JED Campus Program
  - CHASCo=The Coalition for Healthy and Safe Campus Communities

## **Tasks:**

There are several items that need to be completed to administer HMS at your campus. We will email the Primary Campus Contact at your institution a link to an individualized HMS Online Enrollment Form utilizing the Qualtrics survey platform. This link may then be shared with whomever is also working on HMS at your school.

The Enrollment Form will serve as a step-by-step guide for enrolling and on-boarding your school in HMS for 2019-20. There will be one task per page, with instructions at the top of each page, and the opportunity to input necessary information at the end of each page.

You will be given the ability to skip through the form and complete what you can, when you are able, using the Table of Contents—you will not be required to complete one page before advancing to the next. That being said, the Enrollment Form is set-up so that it is easiest to complete it one section at a time, in sequential order.

With that in mind, here is a list of information that will be helpful to have on hand before you start your enrollment form:

- Name of your school
- Preferred version of HMS (standard or special cohort, JED, or CHASCo)
- Ideal survey launch date (or at least the month)
- Which elective module(s) you wish to include in your survey
- Contact information for authorized contract official at your institution
  - *Typically, a legal contact authorized to sign for service agreements/contracts*
- Your contact information (title, department, address, phone number, and email address)
- Whether you would like to include up to 10 custom questions
- A list of your school's local mental health resources
- A .png or .jpeg file of your school's logo

The primary contact should **upload all items needed for the study directly to their Enrollment Form**. The HMS Study Coordinator can assist the primary contact with any items along the way. If you are unsure who your HMS Coordinator is, please email [hms-coordination@umich.edu](mailto:hms-coordination@umich.edu).

## **Section 1. About the Healthy Minds Study**

### ***What is the Healthy Minds Study?***

The Healthy Minds Study (HMS) is an annual survey-based study examining mental health and related issues (depression, anxiety, and substance use) and service utilization among college students. Since its national launch in 2007, HMS has been fielded at about 300 universities and colleges and has had roughly 300,000 survey respondents.

### ***What measures are in the Healthy Minds Study?***

HMS is organized into ‘modules’ (sections) covering specific topics (see menu below). Campuses customize the survey by choosing two elective modules to accompany the three standard modules that all campuses cover.

Information on the pre-selected elective modules for schools participating in the Jed Campus Program (JED) or CHASCo can be found later on in this guide.

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#### **Standard Modules**

- (1) Demographics
- (2) Mental Health Status
- (3) Mental Health Service Utilization/Help-Seeking

#### **Elective Modules**

- (4) Substance Use
- (5) Sleep
- (6) Eating and Body Image
- (7) Sexual Assault
- (8) Overall Health
- (9) Knowledge and Attitudes about Mental Health and Mental Health Services
- (10) Upstander/Bystander Behaviors
- (11) Mental Health Climate
- (12) Climate for Diversity and Inclusion
- (13) Competition
- (14) Resilience and Coping
- (15) Persistence and Retention
- (16) Financial Stress
- (17) Attitudes about Mobile Resources

#### **Sub-Studies**

- (18) Student Athletes
- 

### ***What are the benefits of participation?***

Participation in HMS brings numerous benefits for schools. You will receive a customized data report, access to your data on a user-friendly data visualization site ([data.healthymindsnetwork.org](http://data.healthymindsnetwork.org)), a de-identified data set of your students’ responses, and a customized memo summarizing the economic case for services and programs on your campus based on your data. We are always available to provide research consultation and we often organize webinars and other events to guide the use and understanding of HMS data.

Campuses can use their data in many ways, including to:

- Strengthen grant applications (e.g., SAMHSA Garrett Lee Smith grants)
- Advocate for mental health services and programs on campus
- Evaluate existing programs (e.g., reductions in stigma following a major campaign)
- Assess need for programs and services
- Raise awareness of mental health and campus resources
- Make comparisons with peer institutions

[Click here](#) to view more about our data reporting efforts.

### ***How does the survey work?***

HMS is hosted online, and the instrument is maintained and customized by the HMS research team. Data are securely stored on HMS servers. HMS is designed to protect the privacy of participants. Students' identities are never attached to survey data.

The HMS survey takes about 25-30 minutes and is conducted entirely online. Based on embedded skip logic, some items are only shown to students with certain responses to previous items. Furthermore, students may skip any questions that they do not wish to answer.

### ***How are students recruited to participate?***

Students are recruited to participate via email. Recruitment begins with a brief "pre-notification" that alerts students to the upcoming survey. Survey methodologists have concluded that this initial notification can boost participation rates. Two to three days later, students receive their official recruitment email with a link to the online survey. We follow up with reminder emails to non-responders. In total, students may receive up to five emails about participating in HMS over a three to four-week data collection period. Students who complete the survey, or indicate they do not wish to participate, are opted-out of reminder emails.

### ***Where can I learn more about the Healthy Minds Study protocol?***

To review the complete HMS protocol, [click here](#) to download a copy of our IRB-approved Research Design document.

## **Section 2. Overview of Campus Participation Process**



### **1.) Preparation/Enrollment Form Phase:**

The preparation/enrollment phase consists of two parts. First, you will complete an online Qualtrics Enrollment Form with basic information pertaining to your school. Following the completion of your Enrollment Form, you will be sent a Research Agreement to sign, as well as instructions on how to properly whitelist Qualtrics for survey dissemination and acquire a student sample file from your Registrar. Once this Research Agreement has been signed by your school and received by your Study Coordinator, you will be sent a link to a Qualtrics survey where you will upload your student sample file.

#### ***Enrollment Form:***

Completing the Enrollment Form is typically the easiest task to complete, as it is comprised of questions about your school and your desired HMS survey options. At most, you will need to briefly consult with other departments at your school to obtain the necessary information. The Enrollment Form also includes a Table of Contents, as well as instructions in each section, to guide you.

1. *School and Contact Information*
  - Personal Contact Information
  - School Characteristics
2. *Survey Version*
  - Individual or cohort school (A.K.A. “Standard”) HMS
  - HMS-JED Campus Program partnership version (HMS-JED)
  - HMS-CHASCo version
3. *Survey Launch Date*
4. *Study Options*
  - Module Selections
  - Custom Questions
  - Selection of Additional Registrar Variables
  - Participation in Athlete Sub-Study
5. *School Customization*
  - School Logo
  - Mental Health Resources
  - Incentives
  - Recruitment Email Contacts Information
6. *Invoicing*
  - Invoicing Contact
  - Information
  - Paid Invoice
7. *Emailing and Whitelisting*
  - Email Address
  - Whitelist Qualtrics



## **2.) Data Collection Phase:**

The data collection period is ~3.5 weeks. Students voluntarily access the HMS survey via the unique survey link listed in the recruitment and reminder emails. The link takes students to the online survey, where they are presented with the HMS consent form. Students must give their consent to progress to the first question in the online survey. The anticipated response rate is approximately ~25% overall, with considerable variation across institutions. Within a week of your school's survey being completed, your study coordinator will provide you with your survey's final response rate, as well as an "Initial Data Report," which contains response frequencies for every items asked in your HMS survey.

## **3.) Data Reporting Phase (Your School's Data Deliverables):**

Data reporting for all participating schools occurs during the summer (June-September) following HMS participation. Given the nature and size of our international study, we cannot conduct data reporting for any individual school until we are ready to conduct data reporting for every school. This does not begin until June, once the very last school of the year has completed HMS participation. Your data deliverables will start to become available to you in July, with the last of them being delivered to you in August and September.

HMN's data reporting initiatives are designed to facilitate the translation of mental health research into practice on college and university campuses. In order to make the research as useful as possible, the HMN team provides participating institutions with numerous ways to examine their data, including:

- **Customized data sets:** Participating institutions receive a de-identified data set containing their students' responses to the survey items. These data are provided in multiple file formats (e.g., SPSS, Stata, and Excel). Institutions also receive spreadsheets containing their students' responses to open-ended survey questions. To ensure that individuals are able to work efficiently with their campus data, the HMN team also provides access to a comprehensive codebook.
- **Customized data reports:** Participating institutions receive a customized data report with tables and graphs illustrating findings for key survey items and an appendix containing descriptive statistics for other items. These reports include comparisons to the national sample of schools. Institutions receive electronic and hard copies of their customized data reports.
- **Interactive data interface:** Contacts at participating institutions are able to log in to a secure server to further explore their data. In a drop-down menu format, the data interface allows individuals to easily generate graphs and tables for presentations. It is also easy to examine sub-groups of interest, such as differences in depressive symptoms between men and women or undergraduate and graduate students.
- **Translation of findings to an economic case for services/programs:** Participating institutions receive a brief customized memo summarizing how their data can be translated to an economic case for student mental health services and programs.

[Click here](#) to find examples of each of these.

## **Section 3. Survey Options**

### **Module Selections**

1. **A standard HMS** survey includes 3 core modules and 1 elective module. The 3 core modules include questions on demographics, mental health status, and mental health service utilization/help-seeking, along with questions that collect a brief overview of data related to many of the elective module topics. Your school may choose any elective module you wish, per sample of ~4,000 students.
2. **The HMS/JED** survey version includes the 3 core modules on demographics, mental health status, and mental health service utilization/help-seeking, along with questions that collect a brief overview of data related to many of the elective module topics. The 4 elective modules utilized in HMS/JED surveys are: Knowledge and Attitudes about Mental Health and Mental Health Services, Resilience and Coping, Mental Health Climate, and Upstander/Bystander.

If you are a JED campus and have at least 8,000 students, you will administer an additional, concurrent survey that includes the 3 core modules and the Climate for Diversity & Inclusion module.

If you are a JED campus with over 12,000 students and you wish to utilize other elective modules, you may elect to administer a third, concurrent survey that include the 3 core modules and 1 elective module. This process is explained further in your Qualtrics Enrollment Form.

3. **The HMS/CHASCo** survey version includes the 3 core modules on demographics, mental health status, and mental health service utilization/help-seeking, along with questions that collect a brief overview of data related to many of the elective module topics. The 2 elective modules utilized by CHASCo are: Substance Use and Upstander/Bystander.

If you are a CHASCo school and you have at least 6,000 students, you may elect to administer a second, concurrent survey that includes the 3 core modules and 1 other elective module. This process is explained further in your Qualtrics Enrollment Form.

### **Custom Questions**

You may, depending on your survey version and school size, have the option to add up to 10 custom items (for a small additional fee, to cover the extra staff time we will need to program the questions and incorporate during data reporting). We are experienced in survey design methodology and can provide guidance and insight as needed as you create your custom items.

#### **General tips for your custom questions:**

- Choose easy-to-comprehend, education-appropriate words
- Choose as few words as possible to pose the question
- Avoid conversational text—the survey is being read *by* respondents not *to* respondents
- Use complete sentences
- Develop response categories that are mutually exclusive
- Be sure each item is technically accurate
- Whenever possible, use questions that have already been well-validated in other studies (you may use questions from elective modules in HMS!)

Grid style questions (with common response categories and multiple question stems) are common in online surveys. Each row equates to one item (so a grid with 10 rows would use up the allotment of 10 custom items).

Ultimately, our study team reserves the right to review and approve (or disapprove) of your custom questions. This is because we are required by our IRB to ensure that all custom questions meet the same standards for data integrity and minimal risk as the rest of our questionnaire.

### **Participation in Athlete Sub-Study**

We are currently running a sub-study in which your school may opt-in to having all of your varsity student athletes answer a small, additional set of questions geared specifically to the unique experiences and needs of collegiate athletes. This study is an optional add-on to school's pre-existing HMS, and will generate both the school and the nation much-needed, robust data on student athletes' mental health.

By agreeing to participate in this sub-study, you agree to let us show any varsity student athletes at your school the Student Athlete-specific questions. These questions will be shown to your student athletes at the end of their survey, in addition to the other questions asked in their standard and elective modules.

If you are adding custom questions to your survey, any student who indicates that they are a varsity athlete will see our Student Athlete-specific questions, instead of your school's custom questions. All other students will still receive your school's chosen custom questions. Both student athletes and non-athletes will still be shown the same modules.

There is no additional fee for participating in this sub-study. If you would like any further information or clarification, please contact [hms-coordination@umich.edu](mailto:hms-coordination@umich.edu).

### **Selection of Additional Registrar Variables**

All schools must provide the HMS team with a sample of students, including the students' first names and email addresses, in order for our team to distribute HMS. We also request that your school provides the HMS team with students' gender identity (or sex if gender is not available), race/ethnicity, degree level (undergrad v. grad), school/program-year, and GPA. These variables are requested for the purposes of conducting a robust non-response analysis, and creating survey response weights. This enables us to make the HMS survey data obtained from students who took the survey more generalizable to your school's entire student population. Without these additional variables, the survey weights we generate for your data will be considerably less accurate.

Providing these variables to our study team, upfront, is considered permissible under FERPA legislation. Although most schools do choose to provide us with the variables listed below, in accordance with FERPA legislation, it is up to your school's officials to deem whether your institution is willing to share such information with our study team for research purposes. For more on the reasoning behind requesting these variables, or how sharing the variables relates to FERPA, please review the [FERPA website](#), [FERPA section 99.31](#) on sharing information without prior consent, our [Research Design document](#), or contact your Study Coordinator.

## **Section 4. School Customization**

### ***Logo***

Depending on your institution's policy regarding logo use, we recommend including your school logo within the HMS survey. This will increase legitimacy for your students. Please check to see if your school logo or seal is available for use. If a school logo is not submitted, only the standard HMS logo will be used in your students' surveys.

### ***Local Mental Health Resources***

We are required to display a campus counseling phone number on each page of the online survey. This is a precaution in case a student respondent is distressed and needs immediate help. Please enter the name of this provider/resource (e.g., counseling and psychological services, university health services) and the phone number in your online enrollment form.

Within the HMS questionnaire, participants are asked about resources at your institution that they may have used such as the counseling center and health services center. Please enter a list of campus providers of mental health counseling in your enrollment form, along with each provider's comprehensive contact information (phone, email, website, address, hours of operation, etc.). This information will be inserted as response categories for the relevant survey items, and will be included at the end of the survey resource page for students.

### ***Incentives***

As part of our standard study protocol, we offer a sweepstakes for the following incentives: one of ten \$100 prizes and one of two \$500 prizes in the form of Amazon.com gift cards. Winners will be selected and contacted during the summer following your survey administration.

All recruited students, from every HMS-school in a given academic year, are eligible to win one of the 12 prizes, regardless of whether they actually participate.

Almost every school elects to have their students entered in to our sweepstakes, given that the offering of prizes tends to increase response rates. However, if your school does not wish to have your students be eligible for these prizes, you may indicate so in the enrollment form, and we will exclude them from the annual sweepstakes drawing.

In addition to our sweepstakes, some schools wish to offer their own students an additional incentive. Additional incentives are often the best way to increase a school's HMS response rates, given they are often only available to participants who complete the survey (up to your school), and the chances of winning are much higher given the smaller sampling pool (i.e., just your school's HMS sample, as opposed to the entire HMS national sample).

If your school wishes to offer your own incentive, please note that a description of these incentives must be reviewed by the HMS Team at least 2 weeks in advance of the planned survey launch date. After the survey has been closed on your campus, the HMS Team will provide your primary contact with the randomly selected student(s)' first name(s) and email(s) of the winner(s) of the school-specific incentive(s). At that point, it is up to your school to contact and communicate instructions to those students about how to obtain their prize.

## ***Recruitment and Reminder Emails***

Students are contacted by email to participate in the study. Our IRB has approved our [recruitment and reminder emails](#) for use at participating institutions. Emails are sent by the HMS research team on behalf of a local contact at your school, to increase the legitimacy and email open-rates of our study. Please provide the contact information (name, position, email, phone number, campus address) for your local contact in your enrollment form. This will increase your students' understanding that the study is important for their local campus community.

### **Section 5: Survey Timeline and Dissemination**

The deadlines listed in certain section (e.g., two weeks pre-launch) refer to the timeframe for completing the task. The timeline of these tasks is based on the dates you select for your survey launch. It is your responsibility to communicate your ideal survey launch date to a Study Coordinator, and to make sure that your ideal launch date:

- Is at least 2 weeks after any extended breaks (e.g., summer break, spring break, winter break)
- Does not overlap with any major campus events or other campus-wide surveys.

Ultimately, the official launch date of your survey will depend on:

- When your school's Research Agreement is executed
  - When the HMS team has received your student sample
- Other outstanding logistical issues surrounding your specific ideal launch date.

## **Section 6. IRB Guide**

### ***Do you need IRB approval?***

No. The main IRB for HMS is maintained under [Advarra](#), a provider of IRB services in North America. By the federal definition of research engagement, HMS participating colleges and universities are considered “not engaged” in our research. This does not limit your ability to work with the de-identified survey data or to use the research to inform practice on your campus. It simply means that you are not directly engaging with subjects on the study’s behalf and that you are not managing the study’s sensitive data. [Click here](#) to review the HHS federal policy on research engagement.

Given that your school is considered a “non-engaged performance site,” neither our study team nor the Advarra IRB need any formal review, documentation, or approval from your school’s IRB to conduct HMS on your campus. Moreover, by federal definitions and guidelines, there should be no need for your IRB to formally review our study—having the appropriate officials review and sign our Research Agreement should suffice. That being said, we rely on you to know the required procedure for running an “outside” research study on your campus, and recommend that you abide by your own institutional requirements and policies.

To clarify that all participating schools are “non-engaged performance sites,” we have obtained a [Letter of Non-Engagement](#) from Advarra IRB/the University of Michigan (the HMS “Primary Research Site”). We recommend presenting this letter when explaining your school’s non-engaged status to any school official on your campus, including anyone from your IRB.

In addition to the Letter of Non-Engagement, you may wish to provide our [IRB approval letter](#).

Finally, it may also help to present our [NIH-issued Certificate of Confidentiality](#) to any interested parties, which shows that our research team is able to exercise extreme discretion in maintaining the confidentiality of all study participants. For more on Certificates of Confidentiality, please visit [the NIH website](#).

### ***Material Needed to Complete an IRB Application (if applicable)***

If your IRB would like to proceed with a review of its own, we have provided information below that will allow you to easily complete the application. You may be eligible for a “review for determination of exemption” (most ideal), or an “abridged” or “expedited review” (more ideal than “full board review”) because the Advarra IRB has already approved HMS and deemed it a study that poses minimal risk to subjects. Ask your local IRB representative if you qualify for this method of submission or if you will need to complete the full form.

[Click here](#) to download a copy of our IRB-approved Research Design protocol document.

We encourage you to use this material to cut and paste text directly into your IRB forms. Although we cannot complete your IRB application for you, we are happy to help in any way we can. If you or your local IRB have any questions, please don’t hesitate to contact us.

Again, the HMS team do not need any formal review, documentation, or approval from a participating school’s IRB to run HMS on your campus.

## **Section 7. Research Agreement**

**Deadline:** Two weeks pre-launch

We must have a fully-executed Research Agreement (contract) from your school before we may (1) receive your student sample file, and (2) disseminate the HMS survey to your students.

The Research Agreement outlines what your school agrees to provide the University of Michigan (on behalf of the Healthy Minds Team--no one else at the University of Michigan will ever have access to your data), and your associated costs with participating in HMS.

In addition, the Agreement outlines the deliverables and services that the Healthy Minds Team agrees to provide back to your school, in return for your participation in our study.

This Research Agreement is a necessary contract for all services provided by groups within the University of Michigan and is thus a standardized process controlled primarily by our contracts and finance offices ([ORSP](#)). Therefore, the **terms outlined in the contract are generally not subject to change**. If your school's administration, legal counsel, or other regulating body requires modifications or additions to the template, please add these as additions to "Exhibit A," rather than changing any language in the contract. Make sure that you add to the Agreement using "track-changes" in a Word document, or write in the additions using a red pen in a scanned document, and send us this tracked-changes copy. Please note that because this is a standardized process, any requested changes to the Research Agreement by your school will significantly delay the amount of time it takes the University of Michigan to review your Agreement, and thus may delay your survey administration timeline.

Once you have completed your online Enrollment Form, a pre-filled Research Agreement will be emailed to you. This should be filled out and emailed to your Study Coordinator, who will then provide you access to a Qualtrics link where you will upload your Sample File.

## **Section 8. Student Sample File(s)**

**Deadline:** Two weeks pre-launch

You will need to work with the appropriate campus unit (typically the Registrar) to obtain the sample file of students. As a reminder, we are unable to receive the sample file from you until you have filled out a Research Agreement. Once you obtain the sample, please upload it to the Qualtrics link provided by your Study Coordinator.

The following variables are requested, to recruit students for the study and to adjust for potential response biases (differences between survey responders and non-responders—read more in [Section 3](#)).

- Preferred first name
- Email address
- Date of birth
- Gender identity/sex
- Race/ethnicity
- School/program year
- GPA

### ***Sampling***

Our sampling approach is designed to yield statistically accurate estimates for key measures in the study. HMS can be administered on any campus, regardless of student body size (we have fielded the survey at schools with fewer than 1,000 students and at schools with more than 50,000 students). At institutions with more than 4,000 students, our typical approach is to select a random sample of 4,000 students from the full student population and invite these students to participate in the survey. A sample of 4,000 is generally sufficient for obtaining precise, representative estimates of key measures such as the prevalence of mental health symptoms and service use. At institutions with fewer than 4,000 students, our approach is to invite the full student population to participate. When available, we typically include both undergraduate and graduate students in the sample. If possible, we advise excluding students currently studying abroad.

Additionally, some schools (typically those with at least 8,000 students) choose to administer the survey to two or more separate samples of ~4,000 students each; in this case, campuses may choose different elective modules for each sample in addition to the three standard modules.



## **Section 9. Invoicing**

**\*Note:** *HMS-JED schools, CHASCo schools, and some other schools being funded by a third-party cohort, organization or government office may not be invoiced, if their organization is paying for HMS on their behalf.*

Once your Research Agreement is fully executed (signed by the University of Michigan contracts officials and returned to the HMS Team), your school will be invoiced for your HMS participation.

In order to pay for your participation in HMS, the HMS Team will need to invoice your school, your department, or an individual faculty member with the funds to be used to pay for HMS. To do this, you must be invoiced through University of Michigan's [Shared Services department](#).

In order for the Study Team to initiate your invoice, you must provide them with the contact information of your appropriate staff, faculty, or representative member who will be handling your school's payment for HMS. Once the team has that contact information, and your school's Research Agreement has been fully executed, our team will instruct Shared Services to send you an invoice.

The contact you provided will receive an invoice via email within 1-2 weeks of your Research Agreement being fully executed. They will have the option to pay that invoice either electronically or by mail.

If you have any questions regarding payment, visit the [Shared Services payments webpage](#), or call Shared Services at 734.615.2000 (press 3, then press 1). You may also email Shared Services at [sharedservices@umich.edu](mailto:sharedservices@umich.edu). If you choose to email Shared Services, please CC your study coordinator on all correspondences.

Do *not* send our team, or anyone at the University of Michigan, a Purchase Order.

Although we ask that you submit your payment for HMS as soon as possible, your survey launch is not dependent on having submitted your payment—in other words, a delay in paying your invoice will not delay your survey administration.

## **Section 10. Emailing and Whitelisting Qualtrics**

### ***Emailing***

HMS recruitment is conducted by email. The HMS Team will create an email address for HMS at your school, through Qualtrics. Unless requested otherwise, we build the email address in the following format:

healthyminds-*yourschoolname*@umich.edu

The email address must start with "healthyminds-" and end with the @umich.edu domain in order to be compatible with Qualtrics emailing distribution. The account will have the forwarding address of hms-coordination@umich.edu (the coordination account for HMS). Only the HMS study team has access to this main email account.

All emails that students respond or send to "healthyminds-*yourschoolname*@umich.edu" will automatically forward to our study team's email, "hms-coordination@umich.edu." This is necessary given your school's non-engaged status in the research. In the case where a student emails us with a question or concern related directly to your school, or seeking help on campus, we immediately forward their email to you.

If you would like to request an email address other than healthyminds-*yourschoolname*@umich.edu, please contact [hms-coordination@umich.edu](mailto:hms-coordination@umich.edu).

### ***Whitelisting Qualtrics***

Despite appearing that they are from "healthyminds-*yourschool*@umich.edu", the survey emails are actually being sent directly from Qualtrics, which is the Healthy Minds survey administration and dissemination software. Although many higher education institutions use Qualtrics for similar purposes, to ensure that these emails are not blocked by your school's firewalls, we request that your IT department go through the process of whitelisting Qualtrics ([click here](#) for instructions; IP address: 162.247.216.0/22). Make sure they also go through any additional procedures that may be necessary at your school to ensure your email servers allow for incoming emails from the @umich.edu domain, without being flagged as spam or otherwise blocked from student inboxes. In the past, when this crucial step was not successfully completed, schools ended up with none of their students receiving HMS survey emails, or all emails sent to students' spam folders.

If your IT Department expresses any concerns, you may direct them to [Qualtrics Security Statement](#), [Qualtrics Privacy Statement](#), or any of the study documents listed above in [section 5](#).

If you have any other questions or concerns regarding your email alias and/or whitelisting Qualtrics for your school, please contact your study coordinator, or the HMS Study Team at [hms-coordination@umich.edu](mailto:hms-coordination@umich.edu).

## **Section 11. Partnerships**

### ***The Jed Campus Program***

**The Jed Campus Program** (JED) is designed to help colleges and universities promote emotional wellbeing and mental health programming, reduce substance abuse, and prevent suicide among their students. The program is conducted over four years. During this time, campuses work to identify opportunities to enhance mental health and substance abuse prevention programming. School officials complete confidential, self-assessment surveys on their mental health promotion, substance abuse, and suicide prevention efforts.



### ***Participation in the HMS/JED Partnership***

Campuses participating in the JED are usually required to participate in HMS twice over the course of four years (in the first/second year and in the third/fourth year of the JED). The data obtained allow schools to assess systems change (as measured by the JED) alongside changes in student attitudes/behaviors (as measured by HMS) over time. When implemented together, these initiatives yield a comprehensive approach to using research to enhance campus mental health programs and policies.

## **Section 12. Participation Fee**

### ***How are the participation fees used?***

Participating in HMS is a short-term cost for a long-term gain, providing colleges and universities with the data needed to improve student well-being. All participation fees support the work of the Healthy Minds Network and our efforts to improve campus-based mental health research and practice.

### ***Submitting Payment***

You will be contacted by the [University of Michigan Shared Services department](#) regarding payment. They will send you an invoice that you can pay by mail or electronically.

Do *not* send our team, or anyone at University of Michigan, a Purchase Order.

### ***HMS Participation Fee Structures***

The table below shows the breakdown of participation fees for HMS. The fees are based on institutional size and type. Please note that if you are participating through JED, CHASCo, or otherwise funded by a third-party cohort, your fees are paid for by that organization.

#### **HMS Standard Version pricing**

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| <b>Type of Institution</b>                        | <b>Standard Participation Fee</b> | <b>Batch of Custom Questions<sup>1</sup></b> | <b>Additional data reporting<sup>2</sup></b> |
|---|-----------------------------------|--|--|
| Large colleges/universities (≥15,000)             | \$5,500                           | \$250/up to 10 questions                     | \$100/hr                                     |
| Medium-sized colleges/universities (5,000-14,999) | \$4,125                           | \$250/up to 10 questions                     | \$100/hr                                     |
| Small colleges/universities (<5,000)              | \$2,750                           | \$250/up to 10 questions                     | \$100/hr                                     |
| Community colleges                                | \$550                             | Free   | Negotiated w/ HMN                            |

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<sup>1</sup>To manage survey length, you may only add up to 10 additional questions per survey sample.

<sup>2</sup>Additional data reporting includes any HMS data work done beyond the standard work mentioned above and elsewhere. Additional data reporting includes, but is not limited to, generation of additional or specialized data reports, conducting longitudinal analyses, conducting special response rate analyses (during or after survey dissemination), etc. HMS team will work with you to come up with a reasonable estimate of time-effort and cost before agreeing to additional data reporting.

## HMS CHASCo Version pricing

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| <b>Standard Participation Fee</b> | <b>Batch of Custom Questions<sup>1</sup></b> | <b>Additional data reporting<sup>2</sup></b> |
|-----------------------------------|--|--|
| Paid for by CHASCo                | \$250/up to 10 questions                     | \$100/hr                                     |

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<sup>1</sup> To manage survey length, you may only add up to 10 additional questions per survey sample.

<sup>2</sup> Additional data reporting includes any HMS data work done beyond the standard work mentioned above and elsewhere. Additional data reporting includes, but is not limited to, generation of additional or specialized data reports, conducting longitudinal analyses, conducting special response rate analyses (during or after survey dissemination), etc. HMS team will work with you to come up with a reasonable estimate of time-effort and cost before agreeing to additional data reporting.

### ***Additional Research Opportunities***

Based on our 10+ years of experience conducting the survey on over 200 campuses, we've developed several additional research opportunities.

First, to examine changes over time, we offer a longitudinal (or repeated measures) option, whereby we conduct the survey two or more times with the same sample of students. This allows for the examination of changes in mental health and other factors within individuals.

Second, in order to examine how mental health symptoms predict academic outcomes (GPA and retention), we offer an option to link student survey data with academic records. For example, we can help you link your HMS survey data with grades and persistence/retention over time, to see how mental health predicts academic outcomes.

You will be able to indicate your interest in a longitudinal survey in your Qualtrics Enrollment Form. For further questions about these additional research opportunities and the associated fees please contact us at [hms-coordination@umich.edu](mailto:hms-coordination@umich.edu).

### **Section 13. Frequently Asked Questions**

Below are responses to several frequently asked questions?

**Q: *Will the results from our school be made public?***

**A:** No, data specific to an individual school will not be published anywhere unless that school chooses to do so itself.

**Q: *Our students already receive so many surveys – won't this burden them further?***

**A:** Keep in mind that on most college campuses (those with enrollment over 4000), only a subset of students will be sampled for HMS. The survey takes ~20-25 minutes for most respondents to complete. Also, we hope you will agree with us that, of the many topics you could survey your students about, the topics covered in HMS are a top priority.

**Q: *How will you maintain the confidentiality of individual students?***

**A:** Identifying information will only be used to recruit students to the survey. This information will then be stored securely and separately from the response data, and destroyed once it is no longer of use. We further protect data using the rights granted to our team under our [Certificate of Confidentiality](#). For more on data security, please review our [Research Design document](#).

**Q: *How will you handle cases where students screen positive for mental health issues?***

**A:** At the end of the survey, all respondents will receive a list of local mental health resources, which we will work with you to compile before we field the survey. Students who indicate suicidal thoughts in the recent past or screen positively for a mental health condition (e.g., depression or anxiety) will also be presented with tailored resources and a special note emphasizing the importance of getting in touch with one of the listed resources.

**Q: *What is unique about this study? Are there others like it?***

**A:** HMS is the only annual survey of college/university populations with a primary focus on mental health and related issues, allowing for substantial detail in this area. The study has a special emphasis on understanding service utilization and help-seeking behavior, including factors such as stigma, knowledge, and the role of peers and other potential gatekeepers. The study allows colleges and universities to examine how mental health symptoms predict academic outcomes (e.g., grade point average and retention), which can be translated into an economic case for mental health services and programs.