



**School Participation Guide | Academic Year 2021-2022**  
**HMS Student Survey**

Website: <https://healthymindsnetwork.org/hms>

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

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,

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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

## **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 over 450 universities and colleges and has had over a half million survey respondents.

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

HMS is organized into ‘modules’ (sections) covering specific topics (see menu below). Standard modules are included in each HMS survey on all campuses. Campuses customize the survey by choosing one elective module to accompany the three standard modules.

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.

#### **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) Academic Persistence, Retention, and Competition
- (14) Resilience and Coping
- (15) Financial Stress
- (16) Student Athletes
- (17) Peer Support
- (18) Public Safety and Policing

### ***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, 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 consultations 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 average HMS survey takes about 20-25 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. Versions of the survey with several elective modules will take proportionately longer.

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

With the confidential methodology, students are recruited to participate via email. They receive an official recruitment email with a link to the online survey. HMS follows 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.

If the survey uses the anonymous methodology, the participating school will receive a generic URL. It is then the school's responsibility to promote the survey and provide the generic link to students.

Also, HMS provides free [promotional materials](#) schools may use. These are templates -- flyers, email blasts, and social media posts - that can be tailored to meet the participating school's own culture. In general, we see that schools have better response rates when they personalize the promotional materials to fit the character and style of their own campus. If you develop any new materials, we would like to see them.

### ***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. HMS Enrollment Phase:**

The enrollment phase consists of three parts:

- **Enrollment Form:** Our online Qualtrics Enrollment Form is the first step in the enrollment process. In this form we will ask you for information about your school to customize your survey. We will also include instructions on how to properly whitelist Qualtrics for survey dissemination.
- **Research Agreement:** Following the completion of your Enrollment Form, you will be sent a Research Agreement to sign.
- **Sample File and Near-Launch Activities:** Once the Research Agreement has been fully executed, the near-launch activities can begin. With confidential surveys, this starts when HMS sends you a link to a Qualtrics survey where you will upload your student sample file.

Each of these three enrollment steps must be completed prior to launching your survey.

### ***Enrollment Form***

Completing the Enrollment Form is typically the easiest task to complete, as it consists 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. This [list of Enrollment Form items](#) may be helpful to collect prior to completing the Enrollment Form. The Enrollment Form also includes a Table of Contents, as well as instructions in each section, to guide you.

The main sections in the Enrollment Form Table of Contents are:

- 1. School and Contact Information*
- 2. Survey Version (see page 10 for extended information)*
- 3. Survey Launch Date*
- 4. Study Options (see page 11-12 for extended information).*
- 5. School Customization*
- 6. Emailing and Allow-listing*

Several of these sections require decisions. One of the most important determinations is whether to use a confidential or anonymous methodology. On the subject of sampling, schools will need to specify sample

size and whether it will be randomly selected or encompass the entire student population. If a school wants to incorporate custom questions, those will need to be crafted and uploaded to the form. Also, you will note if you want your school to engage in additional research opportunities beyond the one survey. Since schools' own incentives have been found to increase participation, you will be asked to consider what your school might offer. All of these points are addressed in more detail below.

The primary contact should **enter all items needed for the study directly into their online 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).

### ***Research Agreement***

A few days after submitting the enrollment form, you will be emailed a research agreement. This is the document that details the statements of work and invoicing practice to be used. HMS cannot move forward (e.g., accept a student sample) until the research agreement is fully executed. More information on the research agreement can be found on page 17.

### ***Sample File and Near-Launch Activities***

This begins as soon as the research agreement is signed. If your school is using a confidential survey method, you will receive a Qualtrics link that allows you to upload your student sample file. As soon as HMS receives that data, we start to build your survey. As the participating school, your responsibility during this time is to promote the survey. If the survey is confidential, we work together to verify that the emails for the students are allow-listed. If the survey is anonymous, you will receive your generic URL, which you will send to your students. Lastly, the calendar for launch and sending reminder emails is finalized.

### ***2. Data Collection Phase (Including Initial Reporting)***

The data collection period is usually 3-4 weeks. When the confidential survey method is used, students voluntarily access the HMS survey via the unique survey link listed in the recruitment and reminder emails. If the anonymous route has been selected, a generic link is sent. Either way, 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. Within two weeks 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 item 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 Version**

In this location in the Enrollment Form, your school's type of survey and elective modules are selected.

1. **The 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 elective modules will depend, as follows, on your student enrollment numbers.
  - If you are a JED campus with under 5,000 students, all students receive the same four elective modules.
    - Knowledge and Attitudes about Mental Health and Mental Health Services
    - Mental Health Climate
    - Upstander/ Bystander Behaviors
    - Resilience and Coping modules
  - If you are a JED campus with 5,000 - 15,000 student:
    - **One half of the student sample:** Knowledge and Attitudes about Mental Health and Mental Health Services, Mental Health Climate, Upstander/Bystander Behavior
    - **The other half of the student sample:** Climate for Diversity & Inclusion, Resilience and Coping.
  - If you are a JED campus with 15,000+ students:
    - **One third of the student sample:** Knowledge and Attitudes about Mental Health and Mental Health Services, Upstander/ Bystander Behaviors
    - **Another third of the student sample:** Mental Health Climate, Resilience and Coping
    - **The final third of the student sample:** Climate for Diversity & Inclusion
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.

4. You may be part of a specific cohort, with special terms, or funded by another partner. This can also be indicated in this section of the enrollment form. If you are part of a cohort, you would have received details.

## **Section 4. Survey Options**

### ***Confidential versus Anonymous***

In the Confidential methodology, the participating school supplies a sample file of students' first names and email addresses to HMS. In the Anonymous route, no sample file is involved; HMS provides one generic link to the survey, which the participating school sends to all participants.

HMS strongly recommends that schools choose the "**Confidential**" option, mainly for two reasons.

- In our experience, this method improves overall response rates. That's because
  - it allows HMS to send both original "recruitment emails" (the email that introduces the survey to the participants) and weekly reminder emails to incomplete respondents.
  - each survey participant receives a unique link to their own survey, allowing them to go back in and complete a survey they may have started and left.
- This route takes burden off your school because the HMS Study Coordinators do the work of sending these emails, rather than making it the responsibility of you or your school to contact the survey participants.

If there are any concerns about the protection of personally identifiable information in the sample file, please refer to section 4b in our [IRB-approved protocol](#), which explains the extensive safeguards employed to protect the confidentiality of survey respondents.

Also, please note that we are now taking an additionally conservative approach to registrar variables in the sample file - only collecting first names and email addresses. Survey respondents provide demographic information voluntarily within the survey itself.

In the anonymous methodology, HMS provides participating school with a single, generic URL to the survey. The participating school does not provide a student file to HMS, and HMS has no interaction with the students at any time. It is solely the participating school's responsibility to communicate to survey URL to the students.

HMS does not recommend this approach. This method does not allow students to get back into their surveys if they leave before finishing. It also means that HMS has no way to encourage specific students to complete their surveys. In HMS's experience, these factors lead to lower response rates. There is also the risk that individuals outside the school will find and use the link, decreasing confidence in the data. For these reasons, HMS discourages use of this method unless it is the only one available to your school.

What to select:

- If you are going to send HMS a sample file of your survey participants' contact information, select "**Confidential.**"
- If you want HMS to generate a single, anonymous link for you to use to recruit all survey participants, select "Anonymous."

### ***Sample Information***

The enrollment form asks whether the participating school will be surveying their entire population or a sub-population. HMS recommends utilizing the full population.

### ***Elective Module Selections***

If your school is not part of a cohort that has preselected elective modules, you will be able to choose which elective modules you would like to run. We recommend selecting one elective module, as this keeps the survey

length reasonable. However, if you are interested in more than one, reach out to your HMS study coordinator to discuss options.

### ***Custom Questions***

You may, depending on your survey version and school size, have the option to add 10 custom items. 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 (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.

Custom questions are uploaded into the Enrollment Form as a file.

### ***Additional Survey Option***

#### **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 the 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.

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).

## **Section 5. 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 all 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 into 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***

With the confidential methodology, 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 the study. In your enrollment form, please provide the contact information (name, position, email, phone number, campus address) for that local contact whose name will appear in the survey email that goes to students. This will increase your students' understanding that the study is important for their local campus community.

If the survey uses the anonymous methodology, the participating school will receive a generic URL. It is then the school's responsibility to promote the survey and provide the generic link to students.

### ***International Survey Language***

If you are a school based outside of the US, we will ask you to go through our HMS questionnaire to identify any questions that will need to be changed for your school's context (i.e. demographics, insurance questions, policy questions, etc.).

## **Section 6: Survey Timeline and Dissemination**

An exact timeline from beginning to end cannot be specified because different schools may take longer or shorter times to complete portions of the enrollment process.

That said, it is usually safe to plan on 3 months from the point of initial contact until survey launch. After that point, the survey itself is usually open for a month. Then, initial data arrives about 2 weeks after the survey closes.

For extended detail on the estimated time for the entire process...

- **Enrollment Form:** On average, it takes 2 - 4 weeks from the time HMS is initially approached to the time an Enrollment Form is submitted by the school.
- **Research Agreement:** The time it takes to get a research agreement (RA) signed may be as short as 2-4 weeks or, in the unusual case, months. We provide many documents so that your Institutional Review Board (IRB) will hopefully accept non-engagement or exemption.
  - If a school makes no changes to the RA and does not require an extensive IRB process, this stage can be completed in weeks.
  - If a school requires changes to the RA and/or a long IRB evaluation process, the process of achieving a completed RA can push into months.
- **Sample File and Near-Launch Activities:** Once HMS has received a completed research agreement, we can start building your survey. For a confidential survey, that can start as soon as the sample file is sent. The length of time it takes to send the sample file is totally up to the school. Once we have what we need, it takes 2 weeks to build the survey.
- **Survey:** The length of time that the survey is open is decided, in advance, by the school. It is normally open for 4-weeks.
- **After survey close:** Initial data and reports are provided within about 2 weeks.
- **Final data report:** The final report is provided by late summer.

The point at which you start the process 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 7. 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, we 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 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. You may also find the documents listed on page 23 useful.

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 8. Research Agreement**

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.

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 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.

## **Section 9. Sample File(s)**

Deadline: Two weeks pre-launch

Note that the information below about a sample file holds true if the confidential methodology is selected. If you elect to do the anonymous methodology, the information on this page is not relevant.

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 for each student in the sample.

- Preferred first name
- Email address

### ***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). Wherever possible, we recommend sampling your entire population.

## **Section 10. Invoicing**

*\*Note: HMS-JED schools, CHASCo schools, and other schools 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.

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 the University of Michigan's [Shared Services department](#).

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.

HMS invoices schools as early as the month the research agreement is signed and as late as the end of the semester.

Please contact [hms-coordination@umich.edu](mailto:hms-coordination@umich.edu) if your campus requires an extension on invoicing. The contact you provided will receive an invoice via email. They will have the option to pay the 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.

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.

### ***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.

## **Section 11. Emailing and Allow-listing 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 hmscoordination@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 is 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).

### ***Allow-listing 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 white-listing Qualtrics IP addresses:

18.216.144.57  
18.219.209.13  
13.59.128.245  
18.217.159.240  
141.211.0.0/16  
162.247.216.0/22

For more instructions [click here](#).

It is important to 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 HMS Study Coordinator at [hms-coordination@umich.edu](mailto:hms-coordination@umich.edu).

## **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.

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

Pricing for HMS is determined by campus composition such as size of school and school type. Please fill out our [Preliminary Interest Form](#), and we will reach out to provide pricing for your campus.

Due to the financial barriers placed on institutions by the COVID-19 pandemic, we are happy to conduct a pricing consultation with your campus. Flexibility and understanding are our priorities this year, and we are willing to work with all institutions. Our goal is to ensure that schools can continue to make data-informed decisions on student mental health this upcoming academic year.

### **Section 13. HMS Subject Facing Materials**

Below are descriptions of the Subject Facing Materials used in HMS. It is important to read these documents prior to your campus HMS survey launch. As described in the documents, these materials will be customized using the information provided to the HMS team on your campus Enrollment Form. It is important to ensure your Enrollment Form is accurate before submission to ensure accuracy in the customization of your campus materials.

- [HMS Questionnaire](#): This document includes a full description of the HMS questionnaire, all items offered in the survey, any necessary citations or notes, and the number of questions in each module. The content of the Faculty/Staff survey is also part of this, as noted.
- JED and CHASCo schools can find their questionnaires at:
  - [JED Questionnaire](#)
  - [CHASCo Questionnaire](#)
- [Consent Form](#): The consent form includes a thorough description of the study and informs students of what they are consenting to, should they decide to participate in the study. It is important to note that once the survey is launched, it is final and cannot be changed. Once your Enrollment Form is submitted, you will receive a draft of your campus consent form via email. The text, in black, is generally non-negotiable and final. The customizations specific to your school, in blue, may be subject to change. This will be further formatted to fit the actual survey. If you would like to request any changes, please contact the HMS team at [hms-coodination@umich.edu](mailto:hms-coodination@umich.edu) before reaching out to your IRB or other review agencies.
- [Student FAQ](#): This document shows the text included in the Student FAQ webpage. Students are directed to reference this page in the consent form if they have questions about the study. HMS contact information is listed on the FAQ page if students have additional questions.
- [HMS Survey Endings](#): Includes a template of what students will see at the end of the survey. Screening tools to assess mental health and well-being such as depression, anxiety, eating disorders, etc. This screening is not a substitute for a clinical evaluation, and is not an actual diagnosis, and only suggests that there MAY be a presence of mental health symptoms. Students are then directed to contact a health professional for more information and a complete evaluation, if they are interested, by consulting the resources listed for their campus. Students have the option to view these results or not.
- [HMS Recruitment/Reminder Emails](#): Includes a template of the recruitment/reminder emails that will be sent to students throughout the survey. These will be further customized using information from your campus Enrollment Form. See emails for “Healthy Minds Study 2021-22.”

## **Section 14. 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 4,000), it is often only a subset of students who will be sampled for HMS. The average survey takes ~25 minutes for most respondents to complete. Some may finish in less time while others may take a little longer. However, 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.