



Administration Information

Participating Institutions Provide

Through the registration and participation agreement process, institutions will provide:

- **Logo image** to be used on the first page of the SWISS
 - This logo can be an institution or well-being initiative logo
- **Signatory information** for use on SWISS email recruitment messages
 - The signatory should be someone from whom students will open an email. VPSAs, SGA presidents, Deans of Students, and Well-being Initiative staff have all been signatories at participating institutions.
- **Student contact file**, which must contain student first name, last name, and email address. The contact file can contain other identifiers, but additional identifiers are not required.
- **Incentive information** including type and number of items offered, AND whether all or a random selection of respondents will receive the incentive
- **Preferred email schedule** for invitation and three reminder messages
- **Agreement to the terms of participation** which are listed in the Participation Agreement

Materials may be submitted through the [Participation Information form](#).

Timeline for Administrations

Registration takes place on a rolling basis; however, you must register, pay the registration fee, and submit all materials (listed above) **at least three weeks before your proposed survey start date**.

SWISS will remain open for three consecutive weeks at your institution, so plan accordingly regarding campus holidays and breaks.

Administration Details

Survey administration fee is due within 30 days of the close of the survey on your campus.

SWISS is administered online through Qualtrics. All students in your contact file will be invited to participate and will receive up to three reminder messages unless they complete the survey or decline to participate.

The IP range for SWISS emails is: 162.247.216.0/22. SWISS emails will come from SWISS@institutewellbeing.butler.edu, though the “From” name will be customized for your institution. Please take a moment to email this information to your campus IT staff so that SWISS emails can be whitelisted.

Student identifying information will be collected and will remain confidential, but survey responses are not anonymous.

SWISS takes between 10-12 minutes to complete and can be completed on a mobile device, laptop, desktop, tablet, etc.

If your institution is offering incentives, SWISS staff are able to select random respondents for you and send you their contact information. Please email SWISS@butler.edu after your administration closes if you would like staff to select your incentive winners.

You will have immediate access to your responses via a new Qualtrics account that will be created for you at institute wellbeing.qualtrics.com. This account is separate from your campus Qualtrics account, and you will need to create a new password for this new account. Information will be emailed to you about this process once SWISS launches on your campus.

Through your [institute wellbeing.qualtrics](https://institute wellbeing.qualtrics.com) account, you will be able to compare your responses to the aggregate of all responses so far during that academic year. You will also be able to filter your responses by student characteristics to examine differences in experiences across student groups.

Your institution may require you to obtain IRB approval in addition to the approval SWISS has secured. If you need assistance in obtaining IRB approval at your institution, please contact SWISS@butler.edu.