

**DIRECTIONS FOR PAPER AND PENCIL ADMINISTRATION OF SURVEY INSTRUMENT
FOR
THE GROWTH, OPPORTUNITIES, ASPIRATIONS, AND LEARNING OF STUDENTS IN
COLLEGE (GOALS) STUDY**

1. The faculty athletics representative (FAR) at each NCAA member school participating in the study will receive from the NCAA the following materials:
 - Notification of approval by NCAA Research Review Board (RRB)
 - A guide for preparation of campus Institutional Review Board (IRB) applications
 - Notification of the sports to be surveyed at each school (see cover memo).
 - Copies of the survey instrument.
 - Directions for administration of survey instrument with a scripted statement for faculty athletics representative.
 - Information on national mental health support agencies
 - One UPS package per sport sampled for returning surveys to the NCAA.
2. This study has been reviewed and approved for human subject considerations by the NCAA Research Review Board, an independent panel of faculty and community members with previous research experience. Individual campuses may still ask that this study be reviewed by the local IRB. It is the responsibility of the FAR on each campus to ensure that institutional policies are followed. The NCAA research staff is prepared to provide any supplemental materials necessary for local review.

The faculty athletics representative should make arrangements with the athletics department to schedule a session or sessions to survey all student-athletes on teams selected for participation in the study.

The survey should be administered by the FAR in a group setting with all members of the team present. Institutions that are being asked to survey more than one team may survey each team separately or combine the teams into one group. The time, date and location of the survey administration session should be made known to all student-athletes on the team being surveyed. Student-athletes should be able to complete the survey in approximately 30 minutes.

Information derived from this study has been requested by college presidents and others in the NCAA governance structure and will be used to inform subsequent policy discussions on the welfare of college student-athletes. Your participation and the participation of student-athletes is completely voluntary; however, the success of this project depends upon our collaboration with you and your student-athletes.

**ALL SURVEYS SHOULD BE ADMINISTERED AND RETURNED TO THE NCAA BY
June 1, 2019.**

3. Sufficient copies of the surveys should be included in each packet. Please notify Michael Miranda at mmiranda@ncaa.org or 317-917-6304 if additional copies are needed. As the surveys will be scanned electronically, photocopies of the survey instrument cannot be used.

The FAR should place the UPS package supplied by the NCAA in a convenient location in the room where the survey is being administered so that the student-athlete may place the completed survey directly into the package. **Completed surveys should not be handled by the FAR.**

4. The FAR and any assistants from their staff will administer the survey to the student-athletes. Any staff from the athletics department (e.g., coaches) should leave the room before the survey is distributed. At no time should coaches or other athletics personnel handle or examine any completed survey form. The FAR should read the attached scripted statement to the student-athletes detailing the purpose of the study and directions for the completion of the survey.

The FAR should explain the survey instrument to the student-athletes and the purpose of the national study and should note that responses will be confidential. The student-athletes must be informed that participation in the survey is entirely voluntary and that they are free to turn in their survey at any time during the process. Student-athletes who do not wish to complete the survey in its entirety may complete only those questions they wish to answer (if any) and return the survey to the pre-printed return package. Student-athletes should be advised that the NCAA will publish aggregate results of the survey later in the year.

The FAR should inform the student-athletes that when they have completed the survey, they should place the survey directly into the UPS package. Neither the FAR nor any member of the athletics department should handle any student's survey.

5. The last student-athlete present should make sure that all survey forms are included in the UPS package. The student-athlete should then seal the UPS package. All surveys that are handled by a student-athlete (completed or not) should be returned directly to the return package, never to the FAR or any other campus or athletics administrators. The student-athlete should return the sealed envelope to the FAR for mailing immediately after sealing the envelope. Extra surveys not administered to student-athletes can be recycled or disposed of.
6. The FAR should send the previously sealed UPS package(s) to the NCAA's processing partner. UPS will charge the NCAA directly for this return mailing.
7. Questions regarding administration of the surveys or IRB concerns should be referred to:

Michael Miranda, NCAA research
mmiranda@ncaa.org
317-917-6304

SCRIPTED STATEMENT FOR FACULTY ATHLETIC REPRESENTATIVE

Please pass out the survey instrument. Instruct the students not to begin the survey until you finish reading the following statement:

Thank you for your participation in the NCAA's study of Growth, Opportunities, Aspirations, and Learning of Students in college (GOALS). This is the most comprehensive study ever conducted on the experiences of student-athletes, and your participation is greatly appreciated. The questions in this survey have been designed based on conversations with college presidents, athletics administrators, faculty and national student-athlete representatives who are interested in understanding in detail the issues you face and aspirations you hold as a student and an athlete on your campus. The results of this project will be used to inform college presidents and others who set NCAA policy of your experiences and will enable them to craft policies and educational programs that will benefit you and future student-athletes in your sport.

Participation in this study is completely voluntary; however, you may not participate if you are under 18 years of age. If you are under 18, please leave now.

You can stop taking the survey and leave at any point. However, we really do want your opinions on these topics and hope that you'll take the time to share them with us. This survey should take no more than 30 minutes to complete. When you have finished your survey please place it in the UPS package located here (*show student-athletes where the package is located*). The last student present will seal the UPS package to ensure that it is ready to be mailed. This last student is essentially guaranteeing that nobody besides the researchers will see any of your survey responses. **Do not return any surveys directly to me.** Place your materials, completed or not, directly into the package.

Nobody from the school, including me, will view your responses or be able to match them back to you. This confidentiality is important so that you feel free to completely speak your mind on these topics. **As part of the NCAA's research on the student-athlete experience, they would like to link the results of this survey to other NCAA data on academic performance. This will be accomplished through a combination of variables that may include sport, ZIP code and birth month/year. If you prefer not to have your data linked, you can indicate that in the item at the end of the survey.** Regardless, neither your identity nor your school's identity will ever be tied to your survey responses in any publicly accessible data file, analysis or write-up of these data. Published study results will only describe sport, divisional and national trends.

Again, thank you. We look forward to hearing what you have to say.

The National Collegiate Athletic Association
December 3, 2018.