



TEERTHANKER MAHAVEER UNIVERSITY

(Established under Govt. of U. P. Act No. 30, 2008)

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STANDARD OPERATING PROCEDURE (SOP) for **The use of Licensed Questionnaires/Scales in Research**

1. Purpose

This SOP provides standardized guidelines for obtaining, using, and managing licensed/copyrighted questionnaires/scales in Ph.D. thesis/research projects to ensure legal, ethical, and academic compliance.

2. Scope

This SOP applies to **all researchers, faculty, staff, students and principal investigators**, involved in research activities where licensed or copyrighted questionnaires/scales are to be used as part of data collection.

3. Objectives

- To ensure lawful and ethical use of licensed questionnaires/scales.
- To maintain transparency and accountability in the acquisition and administration of such tools.
- To safeguard intellectual property rights of authors and publishers.
- To document permissions and approvals systematically for audit and publication purposes.

4. Responsibilities

All Researchers/Faculty/Staff/Students/Principal Investigators: -

- Responsible for obtaining official permission or license.
- Ensures adherence to the terms and conditions of the license owner/organization.
- Maintains records of communication with license owner/organization.

Research Team (RAC & CRAC) :-

- Ensures the use of questionnaire strictly within the license agreement.
- Reports misuse or deviation immediately to URAC of University.
- To verify permission/licenses of questionnaires/scales to be used in research.

Institutional Ethical Committee

- Verifies permissions/licenses before approval.

5. Procedure

All researchers/faculty Staff/Students/Principal Investigators shall follow the following steps:

5.1 Identification of Questionnaire

- Select validated questionnaire.

- Confirm licensing requirements.

5.2 Obtaining License/Permission

- Contact copyright holder.
- State purpose, population, sample size.
- Secure written permission. (Annexure I, III)

5.3 Documentation-

- Maintain copies of license agreements and receipts. (Annexure II)

5.4 Administration-

- Use questionnaire as per agreement.
- Ensure informed consent.

5.5 Data Management-

- Store responses securely.
- Share data only if permitted.

5.6 Reporting and Publication-

- Acknowledge tool properly.
- Do not publish full tool unless permitted.

6. Compliance and Audit (All Related Committees)

- Periodic checks will be conducted to ensure compliance by CRAC and URAC regarding point no 4.
- Non-compliance may result in withdrawal of research approval, disciplinary action, or legal consequences.

7. References

Institutional Research Policy Manual, Copyright Act, Ethical Standards by Research Councils.

8. Revision and Review

This SOP will be reviewed every two years or earlier if copyright/licensing regulations change.



(Dr. Vaibhav Rastogi)

Joint Registrar

Dr. Vaibhav Rastogi

Joint Registrar

Teerthanker Mahaveer University
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Annexures enclosed :

1. Annexure I - Sample Permission Request Letter/Email
2. Annexure II - Licensed Questionnaire Record Sheet
3. Annexure III- Undertaking by Research Scholar

Annexure I

Sample Permission Request Letter/Email

Subject: Request for Permission to Use [Name of Questionnaire/Scale] in Academic Research

Dear [Author/Publisher's Name],

I am [Your Name], a [Ph.D./Master's/Faculty] researcher from [Institution/University Name].

I am conducting a research study titled "[Title of Research]".

I request permission to use the [Questionnaire/Scale Name] for data collection.

Details of Intended Use: -

Population: [Target group]

Sample Size: [Number]-

Mode of Use: [Paper/Digital]-

Purpose: [Academic/Non-commercial]-

Expected Completion Date: [Month, Year]

If there are specific terms, licensing fees, or conditions, I will comply. Proper acknowledgment will be provided in all research outputs.

Sincerely,

[Your Name]

[Institution/University Name]

[Email | Contact]

[Enrolment No.]

Annexure II

Licensed Questionnaire Record Sheet

Author/Publisher	Date of License/Permission	Mode of Communication & Date	Terms of Use	License Fee
Aaron T. Beck, Pearson	15-Aug-2025	Email	Non-commercial, single-study use	USD 150
Dr. ABC	10-Sep-2025	Letter	Free use with citation	Nil

Annexure III

Undertaking by Research Scholar

I, [Full Name], enrolled as a research scholar in the Faculty/Department/Centre of [Faculty/Department/Centre Name], at [University], hereby declare that the questionnaire used in my thesis titled "[Thesis Title]" is entirely original or adapted from publicly available sources that do not require licensing or prior permission.

I further affirm that:

- I have not used any questionnaire that is copyrighted, licensed, or requires payment or formal authorization for academic use.
- If any part of the questionnaire is adapted from existing tools, it has been duly cited and acknowledged or obtained licenses in accordance with academic and ethical standards.
- I understand that unauthorized use of licensed instruments constitutes a violation of intellectual property rights and academic integrity.
- I take full responsibility for the originality and ethical compliance of the research tools used in my study.

This undertaking is submitted to affirm my commitment to ethical research practices and to ensure transparency in the development and use of research instruments.

Date: _____

Place: _____

Signature of Research Scholar: _____

Name of Scholar: _____

Enrolment Number: _____

Signature of Supervisor: _____

Name of Supervisor: _____

Name of Faculty/Department/Centre: _____

Signature of the CRAC Chairperson: _____

Name of the CRAC Chairperson: _____

Name of Faculty/Department/Centre: _____