



Guidance Title	Suggested Best Practices for Gender & Sexuality Demographic Questions				
Date Last Revised		Date Created	11/04/2019	Revision #	
Guidance Number	2	Website	<input checked="" type="checkbox"/> Document	<input type="checkbox"/> Pasted	
Applicability	<input type="checkbox"/> RGC Internal	<input checked="" type="checkbox"/> Researcher	<input type="checkbox"/> Institutional		
Subgroup	<input type="checkbox"/> NKU Compliance	<input checked="" type="checkbox"/> IRB	<input type="checkbox"/> IACUC	<input type="checkbox"/> IBC	

1.0 GUIDANCE

Collecting accurate data on LGBTQ+ people is critical to the promotion of an equitable community at NKU. By having accurate, consistent information on the ways that our community members define their gender & sexuality, we are able to more accurately analyze patterns and trends. All data collected on these identities should be kept confidential and only disclosed in aggregate form.

Whenever possible, we recommend utilizing a fill in the blank function when collecting sexual orientation and gender identity. However, we recognize the difficulty in analyzing such data, especially from large data sources. In cases where this is not possible, we recommend asking demographic questions in the following ways:

Gender Identity (select all that apply):

- Woman
- Man
- Transgender Woman
- Transgender Man
- Non-binary
- Additional Identity (please specify): _____

Sexual Orientation (select all that apply):

- Asexual
- Bisexual
- Gay
- Lesbian
- Straight (heterosexual)
- Queer
- Questioning
- Additional Identity (please specify): _____

Biological Sex

A researcher might be interested in the biological sex of a study participant. This is common in studies involving biological testing (e.g., saliva, blood samples, etc.). There should, however, be a clear rationale for requesting this information. For example, if a study is collecting and analyzing serum hormones, having the biological sex could prove useful. If the study necessitates this information, we recommend asking the question in the following way:

Biological Sex:

- Male
- Female
- Intersex

2.0 REFERENCES

3.0 FORMS OR ATTACHMENTS

4.0 DEFINITIONS

Approvals

Title	Approved	Date Approved	Not Applicable
Manager of Research Compliance	<input checked="" type="checkbox"/>	11/05/2019	<input type="checkbox"/>
IRB Chair	<input checked="" type="checkbox"/>	11/05/2019	<input type="checkbox"/>
Institutional Official	<input type="checkbox"/>		<input type="checkbox"/>

Revisions

Title	Approved	Date Approved	N/A	Summary
Manager of Research Compliance	<input type="checkbox"/>		<input type="checkbox"/>	
IRB Chair	<input type="checkbox"/>		<input type="checkbox"/>	
Institutional Official	<input type="checkbox"/>		<input type="checkbox"/>	