##

## Checklist for conducting surveys

**Field preparation**

* Have you developed and implemented any field preparation strategies? Yes [ ]  No [ ]

Comments:

* Are these strategies based on in-depth knowledge of the life setting and the target population? Yes [ ]  No [ ]

Comments:

**Response method**

*Completion of questionnaire by respondents*

* Have you developed and implemented strategies to maximize the response rate when the questionnaire is first distributed? Yes [ ]  No [ ]

Comments:

* Have you properly introduced the survey by, for example, enclosing a letter containing a description of it (its objectives, the people in charge, methods for ensuring respondent confidentiality, etc.)? Yes [ ]  No [ ]

Comments:

* Have you issued reminders? Yes [ ]  No [ ]

Comments:

*Completion of questionnaire by interviewers*

* If you have asked a survey firm to fill out the questionnaire, have you provided it with a clear explanation of your objectives and expectations? Yes [ ]  No [ ]

Comments:

* If you have asked a survey firm to fill out the questionnaire, have you made plans to monitor the entire data collection phase? Yes [ ]  No [ ]

Comments:

* If you have not asked a survey firm to fill out the questionnaire, have you made sure that all the interviewers you recruited know and will follow the basic rules for administering the questionnaire (description of the survey, formulation of questions, order of questions, ethical considerations, etc.)? Yes [ ]  No [ ]

Comments:

* Have you decided how many reminders will be issued? Yes [ ]  No [ ]

Comments:

* Have you issued the reminders at different times in order to maximize the response rate? Yes [ ]  No [ ]

Comments:

**Return of questionnaires**

* If the questionnaires are to be completed by respondents, have you chosen a return method? Yes [ ]  No [ ]

Comments:

* Have you developed and implemented strategies for facilitating or encouraging the questionnaires’ return (postage-paid envelopes, clear deadline, etc.)? Yes [ ]  No [ ]

Comments: