**Survey Implementation Checklist *(****Updated: June 24, 2020)*

If you would like NDUS Institutional Research office assistance in analyzing survey results, please include office staff in the survey design process. The purpose of this checklist is to highlight considerations for creating and implementing successful surveys. We encourage you to draft some survey questions that we can help refine. We look forward to collaborating with you in the survey process.

1. [ ] A clearly defined research question justifies a survey.
	1. [ ] Establish clear study objectives.
	2. [ ] Determine the appropriate method to gather data.
	3. [ ] Involve appropriate personnel in the survey design.
2. [ ] Make reasonable attempts for a representative survey sample.
	1. [ ] Identify the survey population.
	2. [ ] Determine an appropriate survey sample.
	3. [ ] Consider sampling limitations and potential sources of bias.
3. [ ] Survey questions are constructed in the way that best meets the survey objectives.
	1. [ ] Construct clearly stated survey items.
	2. [ ] Utilize open-ended items only when necessary.
	3. [ ] Structure Likert item response scales appropriately.
4. [ ] The survey instrument was adequately vetted prior to implementation.
	1. [ ] Appropriate department personnel have reviewed the survey instrument.
	2. [ ] Test the survey instrument.
	3. [ ] Incorporate testing results into the final survey instrument.
5. [ ] Survey timing has been appropriately considered.
	1. [ ] Establish survey administration timeline.
	2. [ ] Structure survey to makes effective use of survey participants’ time.
	3. [ ] Inventory other surveys being administered at the same time.
6. [ ] If appropriate, human subject protections are verified through an Institutional Review Board approval. We can help you determine whether this is necessary.
	1. [ ] Survey procedures have been reviewed and approved.
	2. [ ] Explain consent procedures within the survey.
	3. [ ] Articulate plans for data use.
7. [ ] A survey data analysis plan has been established.
	1. [ ] Identify data analysis team member(s).
	2. [ ] Identify statistical methods or tools.
	3. [ ] Plan for utilizing open-ended survey results.
8. [ ]  A plan for the use of survey results has been established.
	1. [ ] Establish timeline for results document(s).
	2. [ ] Determine necessary result format(s).
	3. [ ] Plan for disseminating results to appropriate stakeholders.