

Checklist for Designing and Implementing Surveys

- ❑ Have you checked the schedule of other surveys being done by the Planning Bodies?
- ❑ What are your goals and objectives for this project?
- ❑ Has this work been done in the past or is it being done right now?
- ❑ What is your timeline for this project including start and completion date?
- ❑ What is the budget for this project?
- ❑ What are the language/literacy issues of this project?
- ❑ Have PLWHA been involved in the creation of this project?
- ❑ What is your recruitment strategy?
- ❑ How many participants do you plan to recruit for this project?
- ❑ What participant incentives, if any, are you using for this project?
- ❑ What is your planned methodology (qualitative, quantitative, etc...)?
- ❑ Do you need to get IRB (Institutional Review Board) or HIC (Human Investigation Committee) approval?
- ❑ How are you ensuring that you have informed consent?
- ❑ Does this assessment or evaluation include sufficient information for the participant about its rationale?
- ❑ What does your data analyses consist of?
- ❑ What are your plans for piloting the survey?
- ❑ What are the anticipated limitations of your findings?
- ❑ How do you plan to disseminate your findings?