

The CHEQ Survey Standard Checklist

No	Checklist	Tick
1	Survey purpose confirmed	<input type="checkbox"/>
2	Existing surveys appropriate/inappropriate established	<input type="checkbox"/>
3	Cost implications agreed	<input type="checkbox"/>
4	Ethical considerations (eg University, CHEQ) confirmed	<input type="checkbox"/>
5	Questionnaire scales, items, questions developed	<input type="checkbox"/>
6	Instructions developed	<input type="checkbox"/>
7	Privacy laws/statement in survey agreed	<input type="checkbox"/>
8	Sponsor feedback incorporated	<input type="checkbox"/>
9	Trial completed	<input type="checkbox"/>
10	Administration process agreed Paper-based Paper-based (scannable) Web-based Timeline for administration	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
11	Analysis and Reporting Type of analysis Timelines for analysis and reporting Type of reporting (eg simple, comprehensive) Production of draft report for client Data Storage Qualitative data Privacy of participants in report Placing of reports on CHEQ web (if required/ recommended)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
13	Refinement	<input type="checkbox"/>
14	Evaluation	<input type="checkbox"/>
15	Completion	<input type="checkbox"/>