

# INTRODUCING YOUR SURVEY

When distributing a survey, it is important to provide potential participants with key information to help them discern what the survey is about, why they may be interested/why they have been selected to participate, and the outcomes from participation.

Often, links to additional participant information and consent forms can be made in the survey introduction. You can find further information, including templates, guides and advice on the [REGI website](#).

Some questions to ask to assist you in placing yourself in the shoes of a participant include:

## **Who is conducting the survey?**

Participants need to know where the survey is originating from. Is it a trust worthy source? Who they contact if they have questions?

## **Why is the survey being undertaken?**

Elaborate on the rationale and justification of the survey. This is an opportunity to justify why the participant should spend time completing your survey and providing data for your research.

## **Why has the survey come to me?**

Participants should know why they are suitable to participate/complete the survey. Alternatively, if you have approached them specifically, they should understand how and why this has occurred.

## **Do I have to complete this survey?**

You should reassure potential participants that the decision to complete the survey is voluntary.

## **Will the responses be attributable to me?**

If you are collecting identifiable information, participants need to be made aware of this. It should also be made clear if the survey responses are anonymous.

## **If I don't do this, will it affect my treatment or relationship with team managing my condition?**

You should clearly state that participation is voluntary. Whether the participant chooses to complete the survey or not is independent of the care and treatment they will receive.

## **What will the data be used for?**

Participants should be clear on what their responses are being used for and in what format they may be used. This may include journal articles, conference presentations, or databanks to report on 'x, y and z'

## **Will my data be safe?**

Participants should be aware of how and where their data will be stored. This includes the storage location, timeframe, format, and identifiability.

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## **How do I complete the survey?**

Clear and concise instructions should be offered on how to complete the survey. You should also mention an estimated timeframe for completion.

## **I don't have access to a computer. I don't know how to use my phone to complete this. I have restricted vision. How do I complete this survey?**

Completing an online survey may not be appropriate for everyone. If someone needs a hard copy, or to conduct the survey by phone. How will you accommodate the needs of these potential participants? Remember that this information needs to sit outside the online format (e.g. as written text alongside a QR code that links to the survey).

## **Can I find out the results of the survey?**

If you plan to disseminate findings to your participants, you will need to collect contact information to enable results to be sent to respondents. This can be done by linking to a separate survey to prevent identifying details being linked to anonymous survey responses.

## **Who do I contact if I have concerns about this survey?**

While the principle investigator can be the key contact for questions, participants should also be offered the opportunity of having someone outside the research team to contact. In most circumstances, this will be the Research Office/REGI: [REGI@barwonhealth.org.au](mailto:REGI@barwonhealth.org.au)

Finally, don't forget to thank participants for their interest and time in your research. They are the ones that make it possible! A statement at the end of the PLS and an outro statement following completion of the survey are good ways to do this.