Survey Request Form Checklist

Prior to completing the online Survey Request Form, please take some to review the Management of Survey Requests from College Members and External Third Parities Policy and Procedures, which can be found on the page you downloaded this form from: <https://ranzcog.edu.au/training-topics/survey-our-membership/>

On this page you will also find further resources: an example survey covering letter, and our Survey Invitation Tool, which provides guidance to help you develop an invitation email for your survey.

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| **Document Checklist -** *These documents will be required to be submitted with your application* |
| [ ]  A letter to the CPD Committee Chair detailing the purpose of the survey.[ ]  A copy of the email which will be sent to participants with an invitation to participate in the survey.[ ]  A copy of the survey covering letter build into the beginning of the survey.[ ]  A copy of the final survey (PDF only accepted, a link to the survey online will not be suitable).[ ]  A copy of the Participation Information Statement (PDF) which is to be imbedded in first page of the survey.[ ]  Evidence of ethics approval (if available)[ ]  Spelling and grammar check has been applied to your survey |

**Application Questions**

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| **Question** | **Description** |
| 1. **Applicant Details**
 | Your name and contact information |
| 1. **College Affiliation**
 | Are there any affiliations with RANZCOG? |
| 1. **Survey Information**
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| Survey and project Title | Include full survey title. If part of a larger project, please include project title as well.  |
| Name of Chief Investigator/affiliation/ address | Chief Investigator should be clearly identified. |
| Name of sponsoring organisation | Is there a sponsoring organisation involved in survey/project? Yes/No (in yes please provide details) |
| List of others involved in project/ their affiliations | Others involved in project should be clearly identified. |
| Conflicts of Interest  | Participants should disclose any ethical, legal, financial, or other potential or actual conflicts of interest involving this survey and its anticipated outcomes |
| Brief description of project | Clearly describe purpose of project |
| Institutional Ethics Committee approval | Is there Institutional Ethics Committee approval for this project? Yes/No (if yes, please provide details) |
| Disclosure of any commercial support of project | Is the survey being undertaken on behalf of a pharmaceutical company or other commercial entity or sponsor? Yes / No (If yes please provide details) |
| Piloting of survey | Has a review process been undertaken for this survey? If Yes, please provide details |
| How will the results from the survey be used? | Clearly state the way in which results from the survey will be used |
| Duration of Project | Provide information relating the proposed commencement date of project, duration of project and expected dissemination date of survey. |
| Survey content – expression / terminology  | Has the survey been written to an acceptable standard – expression, ethical, non-sexist / non-racist? |