

Short Submission Form

Please make sure to use the most recent version of this document, which can be found [here](#).

1 st investigator and contact person	Name	
	Email address	
	Affiliation	
2 nd investigator	Name	
	Email address	
	Affiliation	
3 rd investigator	Name	
	Email address	
	Affiliation	
4 th investigator	Name	
	Email address	
	Affiliation	
5 th investigator	Name	
	Email address	
	Affiliation	
Please use an attachment if more than 5 investigators are involved.		
Title of the research proposal		
Date of the submission		

The short submission procedure offers researchers the possibility to submit a short questionnaire within a simplified submission procedure. It will be reviewed internally by GESIS Panel staff. There are **no deadlines** for the short submission. Please note that the available survey slots for short submissions are limited.

The short submission allows only cross-sectional studies without experimental groups. For longitudinal data collection or experimental designs, please use our regular submission procedure. The questionnaire must not exceed a survey duration of one minute (according to **our** time measurement). Each of the following bullet points correspond to **approximately** one minute.

- Five short single-choice questions
- Three multiple-choice questions with a maximum of seven items
- Two open-ended questions

Please note that the GESIS Panel does not allow matrix questions due to the mobile first design of the questionnaire. More information on the question types can be found in the [GESIS Panel Survey Style Guide](#). In contrast to regular submission proposals, the questionnaire does not have to be submitted as a Unipark questionnaire.

Abstract (max. 300 words)

Please include the following sections in your abstract:

- Overall objective and research question(s)
- Relevance and added value
- Methods and analyses

Questionnaire

Please provide your questionnaire using our [Excel template](#). Please follow the [GESIS Panel Survey Style Guide](#), where you will find all information about accepted question types. The questionnaire must be in German; an English translation is not necessary. If you are replicating question(s) from studies, please provide the reference to the original questionnaires/studies.

Please note: The GESIS Panel cumulative data set includes many variables on various topics. Please check whether needed variables are already part of the GESIS Panel dataset. The [GESIS Panel codebook](#) and the [GESIS Panel study description](#) offer a comprehensive overview and description of all variables.

Data Access

Approximately four months after the end of the field period, the data will be made available via the GESIS Data Archive. We will inform you as soon as the data is published. You will then need to fill out our Data Use Agreement to receive access to the data. Your name and the submitted abstract will be published along with the data as part of our study descriptions.

GESIS Panel General Terms and Conditions

The following General Terms and Conditions apply:

Non-commercial usage

- The GESIS Panel does not accept any commercial data collection projects.
- Data collected within the GESIS Panel may be used for (non-commercial) scientific purposes only. Any partially or fully commercial usage is prohibited.

Data protection

- GESIS - Leibniz Institute for the Social Sciences and all commissioned service providers work according to the regulations of the EU General Data Protection Regulation, further, all statutory data protection provisions of the Federal Republic of Germany apply.
- Any attempt to de-anonymize data – that is, to try to identify individual respondents – is a criminal offense.

Royalty-free, non-exclusive material

- All measurement instruments used within the GESIS Panel will be accessible to the academic social science community. Therefore, primary researchers must ensure that the data collection instruments they submit to the GESIS Panel do not violate any rights of third parties and that they may be made publicly accessible.
- Data collected within the GESIS Panel and supplementary materials will be made available exclusively through the GESIS Data Archive in accordance with its terms of use. Further details can be found here: <https://www.gesis.org/gesis-panel/data/>

Authority to accept or reject proposals

- All proposals will undergo an internal and/or a peer-review process.
- The GESIS Panel Team reserves the exclusive right to accept or reject proposals.

Charges

- The fielding of accepted studies is free of charge.
- Studies funded by third-party applications must contribute to survey costs if the GESIS Panel reserves survey time in specific waves in advance. If you plan to conduct a third-party funded survey in the GESIS Panel, please contact us at least one year before the start of the project. Further information is available on request.
- For survey instruments submitted in English within the framework of a regular proposal: Survey instruments may be submitted in either German or English. However, because GESIS Panel surveys are fielded in German only, English-language instruments must be translated into German after positive peer-review of the proposal. Translation costs must be borne by those submitting the study proposal.

Publication(s) and citation requirements:

- We would like to point out that scientific publications with the GESIS Panel data are extremely important for the further existence of the GESIS Panel as a survey infrastructure for the scientific community. In order to guarantee the services of the GESIS Panel we urge our primary researchers to publish their results of their submitted studies.
- Any publication based on data collected within the GESIS Panel must include the following statement: This paper uses data from the GESIS Panel. The GESIS Panel is part of GESIS – Leibniz Institute for the Social Sciences, and is funded jointly by the Federal Government and the Länder.

- A detailed description of the GESIS Panel can be found in Bosnjak et al., 2017. <https://journals.sagepub.com/doi/10.1177/0894439317697949>
- Data must be cited according to the scheme of the [GESIS Data Archive](#) (Examples can be found here):
 - GESIS (2021): GESIS Panel Extended Edition. GESIS Data Archive, Cologne. ZA5664 Datafile Version 38-0-0, doi: 10.4232/1.13651
 - GESIS (2021): GESIS Panel Standard Edition. GESIS Data Archive, Cologne. ZA5665 Datafile Version 38-0-0, doi: 10.4232/1.13651

I, the undersigned and first investigator, understand and agree to the General Terms and Conditions above.

Date and place

Name of principal investigator

Signature

Submit your proposal

Please name this document, using the following convention: Surname of the principal investigator, date of last change: SurnameofPI_YYYYMMDD.pdf. Example: Miller_20210307.pdf

Submit your proposal via email: info@gesis-panel.org.