

# GESIS Panel Proposal Submission Form Stage I

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

The GESIS Panel offers a convenient and fast two-stage submission procedure. In the first stage, we will review your submission internally to check the formal fit with the GESIS Panel. Conditional upon a positive review, you will be invited to fill out and submit the documents for the second stage. This submission will then be subject to an external double-blind peer-review process.

## Proposal description

1 <sup>st</sup> investigator and contact person	Name	
	Email address	
	Affiliation	
2 <sup>nd</sup> investigator	Name	
	Email address	
	Affiliation	
3 <sup>rd</sup> investigator	Name	
	Email address	
	Affiliation	
4 <sup>th</sup> investigator	Name	
	Email address	
	Affiliation	
5 <sup>th</sup> 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		

## Keywords (between 3 and 10)

**Abstract (max. 300 words)**

Please include the following points in your abstract:

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

### Research design

Please tick applicable box:

- Cross-sectional survey with one single wave
- Cross-sectional survey with multiple waves. Please specify the number of waves needed: \_\_\_\_\_
- Panel survey. Please specify the number of waves needed: \_\_\_\_\_

Important: The length of survey time should in principle not exceed 5 minutes. Please indicate the length of each wave: \_\_\_\_\_ minutes.

### Experimental design

Please tick applicable box:

- No experimental design
- Experimental design with \_\_\_\_\_ groups. Important: Experiments with a maximum of four experimental conditions are allowed. Please specify (or visualize in an attached document) your experimental design.

### Instruments

Please provide your questionnaire using our [Excel template](#). In stage one, you only need to provide the questionnaire in one language (German or English).

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.

### Pretest techniques

In the case of newly developed instruments we highly recommend to apply the [Question Appraisal System](#).

Was the instrument evaluated systematically using a pretest technique?

- Yes. If available, please also report psychometric properties (e.g., reliability, validity), state pretest technique and describe which items were tested:

- No.
- No, but pretests are planned. Please specify where/how:

More information about survey evaluation methods can be found here: Groves, R. M. (Ed.). (2009). *Survey methodology* (2nd ed). Hoboken, N.J.: Wiley; Presser, S. (Ed.). (2004). *Methods for testing and evaluating survey questionnaires*. Hoboken, N.J.: Wiley. Question appraisal System in Willis, G. B. (1999). [Question Appraisal System QAS-99](#). North Carolina: Research Triangle Institute or German Version in Schnell, R. (2019). *Survey-Interviews*. Wiesbaden: Springer VS.

## **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.

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Date and place	Name of principal investigator	Signature
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**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](mailto:info@gesis-panel.org).