GESIS Panel Proposal Submission Checklist

Please make sure to use the most recent version of this document, which can be found here.

Checklist: Is my study ready for submission

- The study has a **longitudinal** design with multiple waves or uses a simple **cross-sectional** questionnaire.
- The topic is relevant for everyone living in Germany (**Internet users and non-users**).
- The maximum duration of the questionnaire is **five** minutes.
- The questions are in German or English. (As the survey language is German, English-language instruments **must be translated** into German after positive peer review of the study proposal. Translation costs must be borne by the submitter(s) of the proposal.)
- I checked the **GESIS Panel Codebook** to avoid redundancies. The GESIS Panel master dataset includes many variables on various topics. Please check whether needed variables are already part of the GESIS Panel dataset and therefore do not need to be collected again.

Questionnaire design

- I read the GESIS Panel **FAQ for questionnaire design** and followed its instructions.
- I used the GESIS Panel template for Unipark questionnaires → **“Use_GESIS_Panel_template_submission”**
- The study can be implemented online and as a paper-and-pencil questionnaire. This implies, for example, that the questionnaire does not include multimedia elements or question types that use Flash.
- The questionnaire **uses only** question types permitted by the **GESIS Panel Style Guide**.
- The questionnaire **does not** include highly sensitive questions.
- The questionnaire **does not** include untrue, potentially offensive, or discriminatory statements or information (which may be the case in psychological experimental designs).
- The questionnaire **does not** use plausibility checks.
- Respondents are **not** obliged to provide an answer.
- Questions or items **have not** been randomized.
- If the study includes experiments, a maximum of **four** conditions, that is, four survey versions have been used.

General Remarks:

- I agree that data collected within the GESIS Panel may be used for (non-commercial) scientific purposes only.
- I agree that all data and questionnaires will be made available to the scientific community.

If you are in doubt as to whether your design can be implemented in the GESIS Panel, please contact the GESIS Panel Team. Email: **info@gesis-panel.org**.