



Questionnaire Checklist

Online surveys should be preceded or continuous with the consent form or letter (provided it includes essentially the same information as a standard consent form) and ends with the statement:

“Having read the above, I understand that by choosing “Yes” below, I agree to take part in this study under the terms and conditions outlined in the letter above.

Yes: I agree to participate.

No: I do not agree to participate.”

(The “No” button should link to the statement “Thank you. You have decided not to participate in this survey. No data has been collected from you.”)

If it is not practical to have Yes and No buttons, you may end the consent letter with the statement “If the questionnaire is completed, it will be assumed that consent has been given.”

Please check each item in the following list before submission of this form to insure that your questionnaire contains all the required elements.

Questionnaires should contain an introductory letter which includes an abbreviated version of the same information contained in a consent form **with the addition of:**

- Not applicable.
- The statement that if the questionnaire is completed it will be assumed that consent has been given. This is sufficient if the research is limited to questionnaires; any other procedures or interviews require a consent form signed by the participant.
- An explanation of how to return the questionnaire (if printed).
- For surveys circulated by mail, a copy of the explanatory letter as well as a copy of the questionnaire.