PROCEDURE
COMMISSIONED QUESTIONNAIRES

SUBMISSION STAGE 1 (NOTIFICATION OF INTEREST)

1. Notification of interest by applicants

- o   Contact info of PI (First Name, Surname, Institution, Position)
- o   Title of research proposal (max 50 words)
- o   Abstract (Objective, Research questions, relevance and added value – including literature sources) (max 500 words)
- o   Estimated survey time (in minutes)
- o   Research design
- o   Preferred wave to field your survey
- o   Instruments
    - •   Questions in one language (it can be a preliminary version)
    - •   Source of questions if applicable
- o   Experimental options (specify clearly the number of groups)
- o   Questions/additional comments from applicants

2. Evaluation of Notifications of interest by TSS Scientific Committee

Evaluation criteria
- o   Major criteria
    - •   Ethics and sustainability of the panel: Does the survey comply with TSS's ethical standards? Does it potentially affect the trust relationship between the panelists and TSS or engender an excessive attrition (themes handled and kind of questions)?
    - •   Feasibility: Is the design of the survey realistic as regards estimated size and composition of the panel at the time of fieldwork? Can the suggested questions be implemented in TSS online and offline modes, and in both language groups?
- o   Minor criteria
    - •   Quality of the questionnaire: Are the research constructs well defined and operationalized? Is the wording of the questions and of instructions adequate? Is the question order relevant?

Decision
- o   Inclusion of the submission in the panel and indication of the allocated survey wave
    - •   The decision may contain a series of comments and requirements for adjustments.
- o   Non-inclusion of the submission in the panel
    - •   The decision contains a justification of the motives.

3. Communication with applicants

TSS Survey Management contacts applicants to notify the SC decision and provide the motives.
In case of acceptance, TSS Survey Management provides applicants with a documentation package as well as a schedule with deadlines for the next stages of the process.

The documentation package contains:
1. TSS evaluation procedure and criteria for commissioned questionnaires
2. The form for substantive submission
3. The template for questionnaire submission
4. TSS's style guide
5. TSS translation guidelines
6. TSS pretesting guidelines
7. The template for Ethical review board
8. The terms and conditions for commissioned questionnaires

SUBMISSION STAGE 2 (SUBSTANTIVE SUBMISSION)

1. Substantive submission by applicants

Applicants are asked to submit their substantive submission before a given deadline if they want to keep their allocated wave.

This submission contains:
- Project ID
- Contact info of all applicants (First Name, Surname, Discipline, Institution, Position) and indication of the PI/contact person
- Title of research proposal (max 50 words)
- Abstract (Objective, Research questions, relevance and added value – including literature sources) (max 500 words)
- Research design including experimental options if applicable (with a clear description of number of groups and their respective vignettes/questions)
- Instruments (in the Excel file)
  - Questions (in one of the panel languages NL/FR/EN — The source language of the questions should be specified)
  - Answer categories
  - Question introductions (if applicable)
  - Specific respondent instructions (if applicable)
  - Source of the items (if applicable)
  - Randomization (if applicable)
  - Filtering (if applicable)
  - Estimated survey time (in minutes)
- Status of Ethical approval from PI's university
- Terms and conditions signed by all applicants
- Questions/additional comments from applicants

Applicants are advised to have a close look at the Core Study Questionnaire to avoid any overlap. See
https://thesocialstudy.be/website-for-researchers/

2. Evaluation of substantive submission by TSS Scientific Committee

Evaluation criteria
- o Ethics and sustainability of the panel: Does the survey comply with TSS's ethical standards? Does it potentially affect the trust relationship between the panelists and TSS or engender an excessive attrition (themes handled and kind of questions)?
- o Quality of the questionnaire: Are the research constructs well defined and operationalized? Is the wording of the questions and of instructions adequate? Is the question order relevant?
- o Feasibility: Is the design of the survey realistic as regards estimated size and composition of the panel at the time of fieldwork? Can the suggested questions be implemented in TSS online and offline modes, and in both language groups?

Decision
- o Inclusion of the submission in the panel
  - The decision may contain a series of concrete proposals for small adjustments.
- o Revision before submission in the panel
  - The decision contains comments and requirements for adjustments to be dealt with before re-submission.
  - Negotiations take place with applicants to assess whether they are in state of meeting the timing requirements for resubmission considering the allocated wave.

3. Communication with applicants

TSS Survey Management contacts applicants to notify the SC decision and provides the motives.

In case of acceptance, TSS Survey Management provides applicants the contract to be signed, a schedule with deadlines for the next stages of the process, and a list of the potential missing elements.

If adjustments were required or some important missing elements, the updated version of the survey should be verified by TSS Survey Management and/or SC (if decided by the SC).

IMPLEMENTATION STAGE

1.   Administrative clearance

The applicants send within the time frame shared by TSS Survey Management:
o   Contract signed
o   Final ethical approval by Ethical Review Board of PI's university

2.   Survey finalisation

The applicants send within the time frame shared by TSS Survey Management:
o   Final version of the questionnaire in French and Dutch
o   Final version of the questions in English (for the codebook)

TSS Survey Management implements the survey in TSS online platform and drafts the layout of the paper version of the questionnaire.

Applicants are asked to support the technical pretesting stage (See TSS Pretesting procedure).

FIELDWORK STAGE

TSS Survey Management keeps applicants informed of the status of fieldwork (response rate) halfway (two weeks after launch) and once online and offline fieldworks are completed (six weeks after launch).

DATA DELIVERY STAGE

Survey data is delivered to applicants within 4 weeks after completion of the fieldwork or, in case of complex data, within a period mutually agreed.

The applicants keep in mind that TSS applies an open data policy. After an embargo period of one year, starting from the moment applicants receive their data, all collected data is made available to the research community upon registration.

Thank you for choosing The Social Study !