

SPS SURVEY PROPOSAL CHECKLIST



Society for Pediatric Sedation

safe sedation - every child every time

Directions:

1. Please organize your survey proposal in a separate attachment using the section/topic headings included in column 1 below. Each section/topic should be clearly labeled with both the section/topic name and corresponding item number (e.g. 1. Title, 2. Background, etc.).
2. Indicate the page numbers in your survey research proposal that corresponds to each item in the checklist.
3. The submitted checklist and survey proposal should not include identifying details (e.g., your name, institution name).

Section/topic	Item	Item description	Page #
Title			
Title	1	Include the title of the proposal.	
Introduction			
Background	2a	Describe the rationale for the study.	
	2b	Describe what has been previously published on this topic.	
Aims/objectives(s)	3	Identify the specific aims and/or objectives of the proposed study.	
	3b	Describe the rationale for the use of a survey to address the study aims.	
Methods			
Study design	4	Specify the study design. Most survey studies will be "cross-sectional surveys." If the proposed study includes additional methodologic elements, please describe them in detail.	
Data collection methods	5a	How were the survey items developed? If the survey was adapted from existing survey(s), explicitly describe what changes were made and attach a copy of the original survey as a separate attachment. Please state if content experts were used, but keep identity anonymous for blinded application evaluation process. Please clearly describe how the survey items were chosen and the process used to develop them.	
	5b	Describe the questionnaire (e.g., number of sections, number of questions, number and names of instruments used). Please note that demographic questions should be placed at the <i>end</i> of the survey.	
	5c	Report the methods used to test the validity and reliability of the survey instrument.	
	5d	Describe pilot testing of the questionnaire. Report the method of pilot testing, the number of times the questionnaire was pilot tested, the number and description of participants used during pilot testing, and the level of similarity of demographics between pilot testing participants and the sample population.	
Sample characteristics	6a	Describe the target population and how/why site administrators of institutions that contribute to the PSRC database and/or SPS physician members comprise an appropriate target audience for the proposed study.	
	6b	Provide information on sample size, including a sample size calculation.	

Revised from CROSS (Checklist for Reporting of Survey Studies)

<https://www.equator-network.org/reporting-guidelines/a-consensus-based-checklist-for-reporting-of-survey-studies-cross/>

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Survey administration	7a	Provide information on how the survey will be distributed, and the name of survey tool (e.g., REDCap, Qualtrics) that will be used.	
	7b	Report the time anticipated to complete the survey (e.g., from pilot testing). Consider reporting average and maximum time based on branching logic.	
Statistical analysis	8a	Describe the statistical methods and analytical approach.	
	8b	Report the statistical software that will be used for data analysis.	
References			
References	9	Include numbered references in the order that they appear in the text.	