**Tools and Questionnaires for applicants**

**Pre-submission checklist**

Requirements for submission:

* Cover letter (or email) for submission highlighting the rationale for the survey
* Final survey questionnaire
* ESICM survey application form
* Survey questionnaire used for pilot-testing[[1]](#footnote-1) , if any
* Results from pilot testing (if any) : including sampling frame, response rate, stats for pilot
* Sample size calculation, expected response rate ( if any)
* Plan for reporting the survey
* Statistician support, if any

**Appendix 1: Clinical sensibility testing tool**

1. To what extent are the questions directed at important issues pertaining to [*add objective of the survey*]?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Small Extent | Limited Extent | Fair Extent | Moderate Extent | Large Extent |
|  |  |  |  |  |

1. Are there other important regarding [*add objective of the survey*] that should be included in the questionnaire which have been omitted?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Crucial Gaps | Important Gaps | Minor Gaps | Minimal Gaps | Insignificant Gaps |
|  |  |  |  |  |

Please identify any omissions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. To what extent were the response options easy to understand?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Small Extent | Limited Extent | Fair Extent | Moderate Extent | Large Extent |
|  |  |  |  |  |

1. How many items you felt that the survey contained inappropriate or redundant questions?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Very Many | Many | Some | A few | Hardly Any |
|  |  |  |  |  |

1. How likely is that the survey will elicit response that can inform future research or inform practice

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Very Unlikely | Unlikely | Likely | Quite Likely | Very Likely |
|  |  |  |  |  |

1. How long did it take you to complete the questionnaire? \_\_\_\_\_\_\_\_\_ minutes

1. During the pilot testing investigators ask a group of respondents – representative of the final samples – to test the draft of the questionnaire. The respondents are asked to feedback on stricture, content, wording, redundancy of questions as well as the time required to complete the survey. The feedback from the pilot should be used to improve the final questionnaire [↑](#footnote-ref-1)