

TISP Data Collection Manual

We wrote this manual to support collaborators in their data collection process.
Please read it carefully.

Table of Content

Overview	2
Qualtrics	2
Working with Bilendi & Respondi	2
Translations	3
Open-ended questions	3
Submitting your data	3
Information on survey structure	4
Step-by-step guide to the data collection process	10

Overview

In this overview you will find general information on the data collection process. Starting on page 10 is a step-by-step guide for the data collection process. Please read the whole document carefully before reaching out to Bilendi & Respondi or us project leads.

Qualtrics

All TISP collaborators need to use the survey platform Qualtrics. We will not be able to include data that has been collected with a different survey platform.

While our Newsletter #2 stated that a full Qualtrics account is needed, we found out that it is possible to use a free Qualtrics account to collect data (see *the step-by-step guide to data collection* below).

Working with Bilendi & Respondi

We highly recommend that collaborators work with the market research company Bilendi & Respondi in the data collection process. Working with a market research company means that you will not have to collect data yourself, but instead, Bilendi & Respondi will recruit participants through their own panels. They also offered us a major discount for data collection. Further, Bilendi & Respondi will give our teams access to project managers, and will help to ensure that in countries with multiple collaborators the same participants are not sampled twice. If you plan to use another company like Prolific or MTurk, **we highly recommend switching to Bilendi & Respondi** as they are generally cheaper, provide high-quality data, and are very easy to work with. *If for some reason you choose a different market research company, please notify us.*

Your contact point at Bilendi & Respondi is ANONYMIZED:

XXX@bilendi.com Please also cc: XXX@bilendi.com

XXX has done a fantastic job in supporting the TISP project and will connect you with a project manager that will be guiding you in the data collection process. **Please always use the subject line “TISP Project” when emailing ANONYMIZED or other project managers at Bilendi & Respondi.** More information on how and when to reach out to Bilendi can be found below in the step-by-step guide.

Translations

We strongly encourage all collaborators to use the same survey in each language. This will increase the comparability of the data and save many of you a significant amount of time. We put together a list of all collaborators that will be collecting data in the same language (e.g., Spanish, French, Portuguese). In the following document you can see a final list of all collaborators as well as the language in which they will be collecting data:

 [FINAL List Collaborators_19OCT22](#)

We ask collaborators to reach out to other collaborators that are collecting data in the same language and to coordinate the translation process. Minor differences in translations due to linguistic variations (e.g., Brazilian vs. European Portuguese) will be accepted. Translated surveys should be added to the following folder: [Survey](#)

Open-ended questions

The TISP survey contains two open-ended questions. However, participants will randomly be assigned to answer either one of them. **You do not need to back translate the open-ended responses before sending us the dataset!** At a later stage, we will decide which countries to include for a qualitative analysis of these open-ended questions. We may therefore reach out to you at a later stage to ask you to translate responses to open-ended questions in exchange for co-authorship on an additional publication.

Submitting your data

We ask that all collaborators submit their data as well as additional information (file format .txt) by February 15, 2023.

This document contains detailed information on how to submit the dataset:

 [Detailed Information on Submission of Datasets and Additional Information](#)

If you have not sent us the signed [TISP Collaborator Agreement](#) by then, please send it to the project leads via email (tisp.manylabs@gmail.com).

All documents needed for the data collection process can be found in this folder:

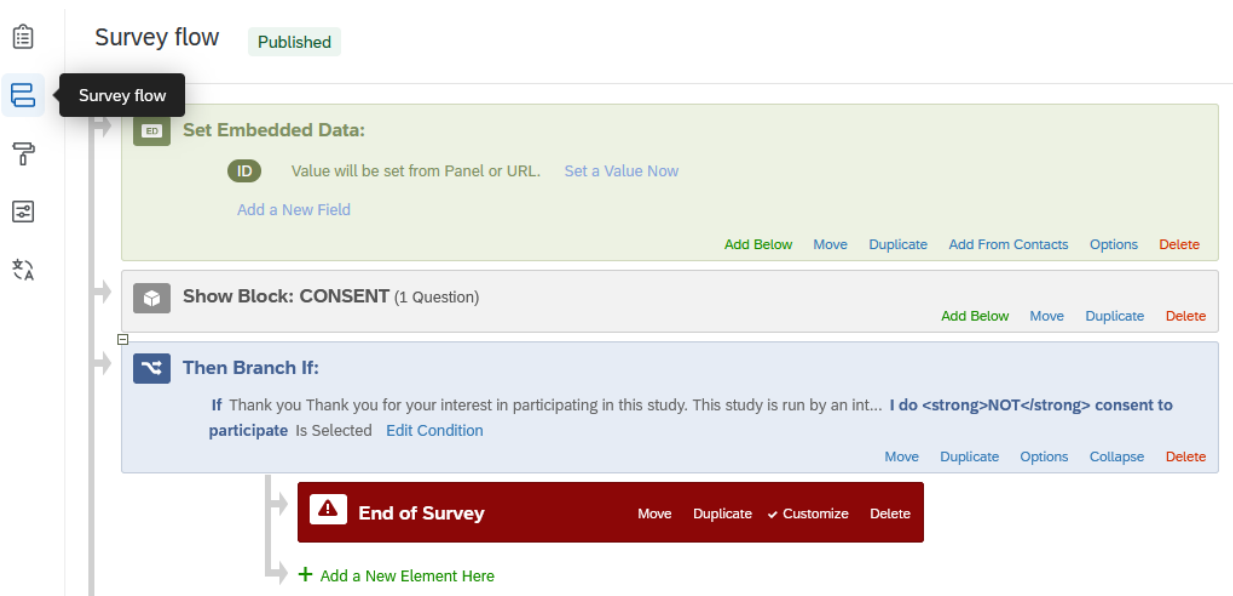
[Information for data collection](#)

Information on survey structure

The following provides an overview of our survey structure, or *survey flow* in Qualtrics terms. Please read it carefully, especially if you are new to Qualtrics. This will help you familiarize yourself with the Qualtrics environment and the workings of the TISP Survey. Bilendi & Respondi also put together a guide which can be found here:

[Guide Bilendi & Respondi - Implementing redirects into Qualtrics](#)

1. The first function of the survey flow is “Set Embedded Data”. This will capture participants’ ID as soon as they click on the survey link and allow Bilendi & Respondi to know who filled out the survey so they can pay them. Note that no personally identifiable information will be collected on our side.



2. *Set Embedded Data* is followed by the consent form and an if-condition “Then Branch If”. If participants do not provide consent for participation, they will be redirected to the end of the survey and screened out. Under *End of Survey* → *Customize*, you will be inserting Bilendi & ResponDi’s *screenout* link.

Customize End Of Survey

☒ Override Survey Options

☐ Default end of survey message.

☐ Custom end of survey message...

☒ Redirect to a URL ...

https://survey.maximiles.com/screenout?p=92679&m=\${e://Field/ID}

☐ Send additional thank you email from the library...

☐ Do not increment quota counts.

☐ Show Response Summary.

☐ Do NOT record any personal information and remove panel association (not recommended).

screened-Out ▾

☐ Flag Response As

☐ Do NOT record survey response (not recommended).

✓ OK

3. Participants will then be asked to provide demographic information, followed by the first of our two attention checks. Here, we have another if-condition. If participants fail the attention check (i.e., do not write “213”), they will be redirected to the end of the survey and screened out. Under *End of Survey* → *Customize*, you will be inserting Bilendi & ResponDi’s *quality* link.

Customize End Of Survey

☒ Override Survey Options

☐ Default end of survey message.

☐ Custom end of survey message...

☒ Redirect to a URL ...

☐ Send additional thank you email from the library...

☒ Do not increment quota counts.

☐ Show Response Summary.

☐ Do NOT record any personal information and remove panel association (not recommended).

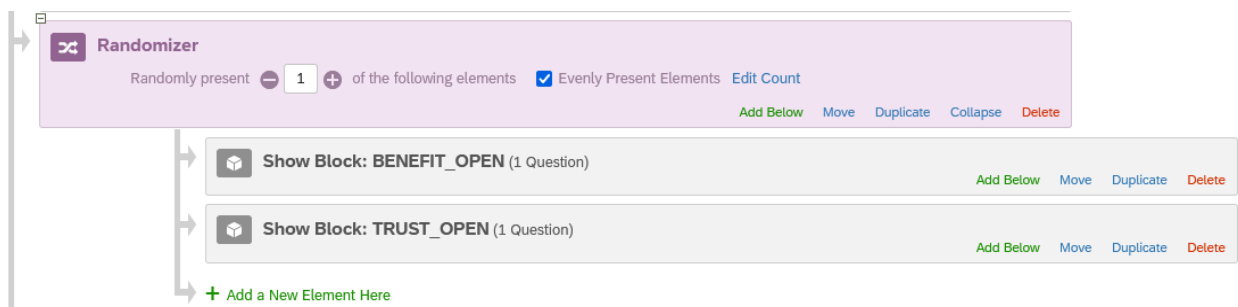
☐ Flag Response As

☐ Do NOT record survey response (not recommended).

✓ OK

Please make sure that “Do not increment quota counts” is selected. This will make sure that participants who fail the attention check do not increment the quota.

4. The next survey flow element is a *Randomizer*. We have inserted this as we would like 50% of our sample to answer one open-ended question and the other 50% to answer the other open-ended question. You can see that the function “Evenly Present Elements” is ticked so that we get an equal distribution.



- The second attention check will be presented after the SCIPOP questions. If participants fail to answer this question correctly, they will be directed to the end of the survey. Under *End of Survey* → *Customize* you will be inserting Bilendi & Respondi's *quality link* again (the same *quality link* as for the first attention check). Again, make sure that "Do not increment quota counts" is selected.

→ **Show Block: SCIPOP** (1 Question) Add Below Move Duplicate Delete

→ **Then Branch If:**

If The following statements are about the relationship between science and society. How much do you... To show us that you are still paying attention, please select **“strongly disagree”** - Strongly disagree Is Not Selected Edit Condition Move Duplicate Options Collapse Delete

→ **End of Survey** Move Duplicate ✓ Customize Delete

→ + Add a New Element Here

Customize End Of Survey

☒ **Override Survey Options**

☐ **Default** end of survey message.

☐ **Custom** end of survey message...

☒ **Redirect to a URL ...**

☐ Send additional thank you email from the library...

☒ **Do not increment quota counts.**

☐ Show Response Summary.

☐ Do NOT record any personal information and remove panel association (not recommended).

☐ Flag Response As

☐ Do NOT record survey response (not recommended).

☒ OK

- Finally, only participants that reach the end of the survey will count as *completes*. These participants will have provided consent and passed both attention checks. Under *End of Survey* → *Customize* you will be inserting Bilendi & Respondi's *complete link*.

7. Our survey also contains [Quotas](#). Quotas allow us to make sure that we obtain a balanced sample in terms of age and gender. Below you can see the set quotas for N = 500 (see the *step-by-step guide* below on how to change quotas if you are collecting more responses).

0/50 Set Count	18-29 Female
0/50 Set Count	18-29 Male
0/50 Set Count	30-39 Female
0/50 Set Count	30-39 Male
0/50 Set Count	40-49 Female
0/50 Set Count	40-49 Male
0/50 Set Count	50-59 Female
0/50 Set Count	50-59 Male
0/50 Set Count	60+ Female
0/50 Set Count	60+ Male

When you click on a quota, you can see the settings for that quota. For example, this is the setting for the 18-29 Female quota:

Increment the quota when a response is submitted that meets the following conditions:

Question ▾	DEM_GENDER At the...urself... What... ▾	female ▾	Is Selected ▾	⊖ ⊕		
And ▾	Question ▾	DEM_AGE How old are you? ▾	How old are you? ▾	Is Greater Than or Equal to ▾	18	⊖ ⊕
And ▾	Question ▾	DEM_AGE How old are you? ▾	How old are you? ▾	Is Less Than or Equal to ▾	29	⊖ ⊕

Importantly, under *Quota options* → *Customize*, you will need to insert Bilendi & Respondi's *quotasfull* link and select the option "Do not increment quota counts." This will make sure that once quotas are full (i.e., you have the desired number of participants of an age group and gender) they no longer increment.

Quota options

When the quota has been met, then:

End Current Survey ▾

[Customize](#)

Note: The survey will only end for respondents that meet the quota condition

Customize End Of Survey

- ☐ **Default** end of survey message.
- ☐ **Custom** end of survey message...
- ☒ **Redirect** to a URL ...
- ☐ Send additional thank you email from the library...
- ☒ Do not increment quota counts.
- ☐ Show Response Summary.
- ☐ Do NOT record any personal information and remove panel association (not recommended).
- ☒ Flag Response As
- The Embedded Data Field 'Q_TerminateFlag' will be set to 'QuotaMet' for each response
- ☐ Do NOT record survey response (not recommended).



Step-by-step guide to the data collection process

1. Make sure you have the available funding for data collection

If you indicated that you will be collecting data *in your country*, please make sure that you have available funding to collect data according to these rates:

 Country rates_18OCT22_Bilendi

If you indicated that you will be collecting data *in more than one country*, please make sure you have enough funding to collect data in all of these countries. If you are unsure about which countries you indicated upon submission, please consult the final list of collaborators:  FINAL List Collaborators_19OCT22
Please reach out if the information in this document is not correct.

Keep in mind that collaborators based in the UK will have to pay an additional 20% VAT regardless of which country they choose for data collection.

2. IRB Approval

Once again, make sure you have informed yourself whether you need to obtain IRB approval from your institution. Since this can take several weeks, we advise reaching out to your IRB as soon as possible. We prepared this document to help you with your IRB application:  TISP IRB Material

3. Import the survey to Qualtrics

a. For collaborators with FULL Qualtrics Accounts:

In the following folder, you will find the Master Qualtrics file ("TISP_Survey_Master.qsf"): [Survey](#)

You can import the .qsf file into your Qualtrics account by following the [instructions](#) on the Qualtrics support page.

b. For collaborators with FREE Qualtrics Accounts:

Please reach out to us to inform us that you will be using a free Qualtrics account (tisp.manylabs@gmail.com). We will then create a copy of the TISP Survey and share it with you via the Qualtrics collaborator button. This will allow you to change the redirect links (see section below) and translate the survey.

4. Insert your contact details in the consent form

Click on “Builder” and open “CONSENT” at the beginning of the survey. Replace Viktoria’s contact information with your own. This way participants can contact you if they have any questions on the survey.

If you have questions, concerns, or complaints, please contact:

Dr. Viktoria Cologne
Harvard University
tisp.manylabs@gmail.com

By selecting "I consent to participate", you consent to the terms and conditions described above.

- ☐ I consent to participate
☐ I do **NOT** consent to participate

5. Translate the survey if necessary

Once you have uploaded the survey or accepted the collaboration invite, please proceed with translating the survey into the local language if necessary. Please check if there are other collaborators in countries where the primary spoken language is the same as in your country:  FINAL List Collaborators_19OCT22

If this is the case, please coordinate the translation of the survey with these collaborators. We strongly encourage all collaborators to use the same survey in each language. Minor differences in translations due to linguistic variations (e.g., Brazilian vs. European Portuguese) in different countries will be accepted.

6. Adjust quota limits if necessary

The survey file you import, or will be invited to work with, will be designed for collecting a sample of $n = 500$. Accordingly, the quota limits will be set to 50 respondents per stratum (e.g., 50 for females aged 18-29), which adds up to 500 for all 10 strata (see screenshot).

0/50 Set Count	18-29 Female	☐
0/50 Set Count	18-29 Male	☐
0/50 Set Count	30-39 Female	☐
0/50 Set Count	30-39 Male	☐
0/50 Set Count	40-49 Female	☐
0/50 Set Count	40-49 Male	☐
0/50 Set Count	50-59 Female	☐
0/50 Set Count	50-59 Male	☐
0/50 Set Count	60+ Female	☐
0/50 Set Count	60+ Male	☐

If you plan to collect a sample of $n = 1000$, you have to change the quota limits to 100 per stratum. If you plan to collect a sample of $n = 1500$, you have to change the quota limits to 150 per stratum, and so forth.

7. Do not make any of the following changes to the survey

Please DO NOT change anything in the .qsf file or the collaborator version (e.g., logic) except for the translations and the modifications listed below. We need everyone's surveys to be identical in every way possible, otherwise we won't be able to include your data in the analyses.

The only exception is if you add additional variables for secondary publications. **If this applies, please add additional variables only at the very end of the questionnaire.**

Please DO NOT change labels of variables, questions, items or response options. That is, do not change variable names (e.g., "SCIINFO"), question export tags (e.g., SCIINFO_newspapersmags), or response option tags (e.g., "once_twice_year"). If you do, *you* will be responsible for recoding variables into the format that is necessary. Because this may take a great deal of time, this may result in your data not being included in the main analysis (and you being removed from the author list).

8. Pilot the survey

Please pilot the survey to make sure everything works properly.

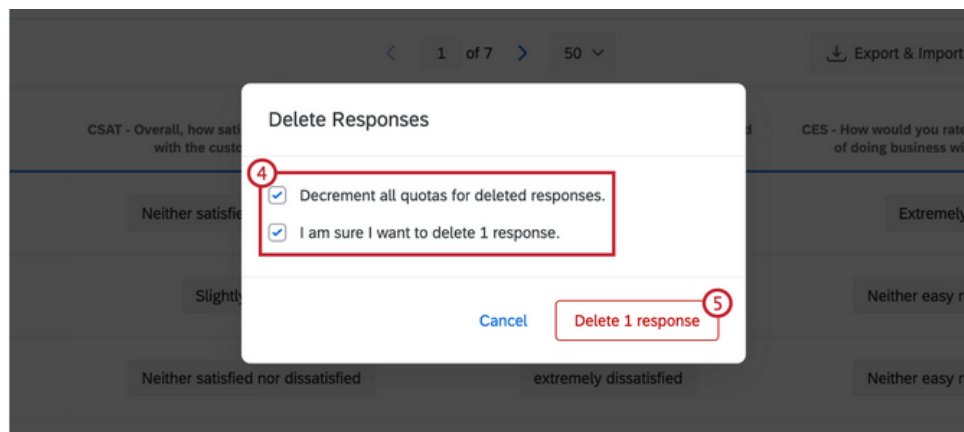
Specifically, check that the following is happening when you fill out the survey:

- You get redirected when you do not provide consent on the very first page.
- Quotas are incrementing only when you complete the survey (and not when you fail an attention check).
- Attention checks work correctly. That is, if you fail one of the two attention checks, you get redirected.
- You get randomly assigned to either one of the two open-ended questions.

If one of the above is not working, please [email us](#).

9. Delete pilot responses and reset quota counts

If the pilot worked as expected, delete all test responses. You can follow this guide on [how to delete all responses](#). Please select “Decrement all quotas for deleted responses” in order to set quotas to 0.



You will then need to reset all randomization counts for the open-ended questions. By selecting “Reset All Counts” you can reset the randomization count to 0. You can consult this guide on [how to reset all randomization counts](#).

Reset Element Counts

BENEFIT_OPEN	0
TRUST_OPEN	0

[Restore Original Counts](#)
[Reset All Counts](#)

[Close](#) [✓ Save](#)

10. Reach out to Bilendi & Respondi

After pilot responses have been deleted, please reach out to our project partner at Bilendi & Respondi: **ANONYMIZED** XXX@bilendi.com and cc XXX@bilendi.com

Important: Please add “**TISP Project**” to the subject line. It is very important that Bilendi & Respondi know that you are part of the TISP Project, as this helps to make sure that the same participants are not sampled twice.

This is what you need to tell ANONYMIZED in your email:

- The country/countries in which you would like to collect data
- How many participants you want to recruit (minimum 500 complete responses)
- The duration of the survey. If you are just fielding the TISP survey, this will be 15 minutes. If you added questions at the end of the survey, please let them know your estimated survey completion time.
- Provide consent that Bilendi & Respondi can share information regarding the data collection process with the project leads.
- The full name and email address of the person responsible for the invoice
- The quotas that you have in place

ANONYMIZED will then connect you with a project manager that will guide you in the remaining steps of the data collection process.

Please also check with your institution if Bilendi & Respondi need to sign a New Vendor Agreement to register with their procurement system.

11. Insert redirect links

Bilendi & Respondi will send you different types of redirect links: screenout links, quality links, quotasfull, and complete links. You will need to insert these links into

the *Survey Flow* and Quota settings, in order for the market research company to know which of their panel participants completed the survey or dropped out at different stages. Please read through our *Information on Survey Structure* pp. 4-9 and the guide provided by Bilendi & Respondi very carefully:

 [Guide Bilendi & Respondi - Implementing redirects into Qualtrics](#)

Your project manager at Bilendi & Respondi will also be able to assist you with the link implementation and will test that it is working correctly. Please make sure to delete these responses before moving on to Step 12.

12. Soft launch

Bilendi & Respondi will first do a soft launch and collect data from about 50 participants. Once this data has been collected, please [export response data](#) to make sure that everything is working correctly. Specifically, check that respondents are excluded from the survey when they fail the attention checks or do not provide consent.

13. Take a breather

Well done, you have taken the most important steps for the data collection process! It's now Bilendi & Respondi's time to collect data.

14. Keep Bilendi & Respondi updated

Bilendi & Respondi will recruit participants for you. Your assigned project manager will reach out to you every couple of days and ask you to inform them on the number of completes. Once you have obtained all complete responses, Bilendi & Respondi will ask you to send them a list with all the complete IDs. This way they will know which of their panelists to compensate. You will then obtain an invoice.

15. Meet the deadline

Make sure to submit the dataset and the necessary additional information by February 15, 2023. Please follow the steps provided in this guide to submit your information:  [Detailed Information on Submission of Datasets and Additional ...](#)

If, for some reason, you expect not to be able to meet this deadline, reach out to us as soon as possible. Please note that failure to send us the relevant

information and dataset by February 15, 2023, might lead to an exclusion from the project.

If at any point you are unsure about any of the above, and you were not able to find the answer in the materials provided or the [Qualtrics support page](#), please [email us](#).