

GESIS Panel Short Submission Form

Please make sure to use the most recent version of this document, which can be found [here](#).

Proposal description

Title of the research proposal	
Date of submission	

(Please fill in the names of all researchers involved and tick our contact person in the last column)

			Contact Person
1 st investigator	Name		
	Email address		
	Affiliation		
2 nd investigator	Name		
	Email address		
	Affiliation		
3 rd investigator	Name		
	Email address		
	Affiliation		
4 th investigator	Name		
	Email address		
	Affiliation		
5 th investigator	Name		
	Email address		
	Affiliation		
Please use an attachment if more than 5 investigators are involved.			

The short submission offers researchers the possibility to submit a short questionnaire within a simplified submission procedure. It will be reviewed internally by GESIS Panel staff. Please note that the available survey slots for short submissions are limited.

The short submission allows for longitudinal designs (including the replication of items already fielded in the GESIS Panel in the past) but not for data collection with experimental designs. If you plan to conduct an experiment, please use our regular submission procedure. The questionnaire must not exceed a survey duration of one minute per survey wave (according to **our** time measurement). Each of the following bullet points correspond to **approximately** one minute:

- Five short single-choice questions
- Three multiple-choice questions with a maximum of seven items
- Two open-ended questions

Abstract (max. 500 words)

Please include the following points in your abstract:

- Overall objective and research question(s)
- Relevance and added value
- Hypotheses/expected results
- Methods and analyses

Please continue writing on the next page.

Research design

Please tick the applicable option:

Cross-sectional survey with one single wave

Replication of previously fielded items in the GESIS Panel

Panel survey. Please specify the number of waves needed:

For a replication study, please name the item(s) and explain why you deem a replication meaningful and what results you expect. For a panel survey, please elaborate the rationale behind your longitudinal study design (max. 150 words).

Instruments

The GESIS Panel only allows vertical scales due to the mobile first design of the questionnaire. More information on the question types can be found in the [GESIS Panel Survey Style Guide](#).

Please provide your questionnaire using our [Excel template](#). The questionnaire must be in German; an English translation is not necessary.

Please note: The GESIS Panel cumulative data set includes many variables on various topics. Please check whether needed variables are already part of the GESIS Panel dataset. The [GESIS Panel codebook](#) and the [GESIS Panel study description](#) offer a comprehensive overview and description of all variables.

Pretest techniques

In the case of newly developed instruments, we highly recommend to apply the [Question Appraisal System](#).

Was the instrument evaluated systematically using a pretest technique?

Yes. If available, please also report psychometric properties (e.g., reliability, validity), state pretest technique and describe which items were tested:

No.

No, but pretests are planned. Please specify where/how:

More information about survey evaluation methods can be found here: Groves, R. M. (Ed.). (2009). *Survey methodology* (2nd ed). Hoboken, N.J.: Wiley; Presser, S. (Ed.). (2004). *Methods for testing and evaluating survey questionnaires*. Hoboken, N.J.: Wiley. Question appraisal System in Willis, G. B. (1999). [Question Appraisal System QAS-99](#). North Carolina: Research Triangle Institute or German Version in Schnell, R. (2019). *Survey-Interviews*. Wiesbaden: Springer VS.

GESIS Panel General Terms and Conditions

The following General Terms and Conditions apply:

Non-commercial usage

- The GESIS Panel does not accept any commercial data collection projects.
- Data collected within the GESIS Panel may be used for (non-commercial) scientific purposes only. Any partially or fully commercial usage is prohibited.

Data protection

- GESIS – Leibniz Institute for the Social Sciences and all commissioned service providers work according to the regulations of the EU General Data Protection Regulation. Further, all statutory data protection provisions of the Federal Republic of Germany apply.
- Any attempt to de-anonymize data – that is, to try to identify individual respondents – is a criminal offense.
- The submitters are responsible for reviewing the questionnaire by an ethics committee. Further information on this can be found in our [FAQ](#).

Royalty-free, non-exclusive material

- All measurement instruments used within the GESIS Panel will be accessible to the academic social science community. Therefore, primary researchers must ensure that the data collection instruments they submit to the GESIS Panel do not violate any rights of third parties and that they may be made publicly accessible.
- Data collected within the GESIS Panel and supplementary materials will be made available exclusively through the GESIS Data Archive in accordance with its terms of use. Further details can be found [here](#).

Authority to accept or reject proposals

- All proposals will undergo an internal and potentially an external peer-review process.
- The GESIS Panel Team reserves the exclusive right to accept or reject proposals.

Charges

- The fielding of accepted studies is free of charge.
- Studies funded by third parties (e.g., DFG, BMBF) must contribute to survey costs if the GESIS Panel reserves survey time in specific waves in advance. If you plan to conduct a third-party funded survey in the GESIS Panel, please contact us at least one year before the start of the project. Further information is available on request.
- As GESIS Panel surveys are fielded in German, English-language instruments must be translated into German before we start with preparing the respective survey wave. Translation costs must be borne by those submitting the study proposal.

Publication(s) and citation requirements:

- We would like to point out that scientific publications with the GESIS Panel data are extremely important for the further existence of the GESIS Panel as a survey infrastructure for the scientific community. In order to guarantee the services of the GESIS Panel we urge our primary researchers to publish their results of their submitted studies.
- Any publication based on data collected within the GESIS Panel must include the following statement: This paper uses data from the GESIS Panel. The GESIS Panel is part of GESIS – Leibniz Institute for the Social Sciences, and is funded jointly by the Federal Government and the Länder.
- A detailed description of the GESIS Panel can be found in Bosnjak et al., 2017. <https://journals.sagepub.com/doi/10.1177/0894439317697949>
- Data must be cited according to the scheme of the [GESIS Data Archive](#) (Examples can be found here):
 - GESIS (2022): GESIS Panel Standard Edition. GESIS Data Archive, Cologne. ZA5665 Datafile Version 42.0.0, doi: 10.4232/1.13798
 - GESIS (2022): GESIS Panel Extended Edition. GESIS Data Archive, Cologne. ZA5664 Datafile Version 42.0.0, doi: 10.4232/1.13797

I, the undersigned and first investigator, understand and agree to the General Terms and Conditions above.

Date and place

Name of principal investigator

Signature

Submit your proposal

Please name this document, using the following convention: Surname of the principal investigator, date of last change: SurnameofPI_YYYYMMDD.pdf. Example: Miller_20210307.pdf

Submit your proposal via email: info@gesis-panel.org.