

# Survey Design Checklist

DESN2003: Research for Innovation

# Survey Design Checklist — Blank Template

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Research Question: \_\_\_\_\_  
\_\_\_\_\_

## 1. Pre-Design Checklist

Question	Your Answer
What specific information do I need?	_____
Who is my target population?	_____
How will I recruit respondents?	_____
How many responses do I need? (aim for 50+ minimum)	_____
How will I ensure diversity in my sample?	_____

## 2. Survey Structure

Section	Content	Est. Time
<b>Introduction</b>	Purpose, time estimate, consent, contact info	_____ min
<b>Screening</b>	Eligibility questions (if needed)	_____ min
<b>Warm-up</b>	Easy, engaging questions	_____ min
<b>Core</b>	Your main research questions	_____ min
<b>Demographics</b>	Age, gender, etc. (at the END)	_____ min
<b>Closing</b>	Thank you, optional contact for follow-up	_____ min

Total estimated time: \_\_\_\_\_ min (aim for under 10 min)

## 3. Question Type Selection

Type	When to Use	Your Questions
<b>Multiple Choice</b>	Mutually exclusive options	Q#: _____
<b>Checkbox</b> (select all)	Non-exclusive options	Q#: _____
<b>Likert Scale</b> (1-5 or 1-7)	Measure agreement/frequency	Q#: _____
<b>Ranking</b>	Priority/preference order	Q#: _____
<b>Open-ended</b>	Exploratory (use sparingly)	Q#: _____

## 4. Write Your Questions

Question 1: \_\_\_\_\_

Type: ☐ MC ☐ Checkbox ☐ Likert ☐ Ranking ☐ Open

Options: \_\_\_\_\_

Question 2: \_\_\_\_\_

Type: ☐ MC ☐ Checkbox ☐ Likert ☐ Ranking ☐ Open

Options: \_\_\_\_\_

Question 3: \_\_\_\_\_

Type: ☐ MC ☐ Checkbox ☐ Likert ☐ Ranking ☐ Open

Options: \_\_\_\_\_

Question 4: \_\_\_\_\_

Type: ☐ MC ☐ Checkbox ☐ Likert ☐ Ranking ☐ Open

Options: \_\_\_\_\_

Question 5: \_\_\_\_\_

Type: ☐ MC ☐ Checkbox ☐ Likert ☐ Ranking ☐ Open

Options: \_\_\_\_\_

## 5. Bias Checklist — Review Each Question

Bias Type	What to Check	All Clear?
<b>Leading</b>	Does the question suggest a “right” answer?	<input type="checkbox"/>
<b>Double-barreled</b>	Does it ask two things at once?	<input type="checkbox"/>
<b>Loaded language</b>	Are there emotionally charged words?	<input type="checkbox"/>
<b>Assumption</b>	Does it assume something that may not be true?	<input type="checkbox"/>
<b>Social desirability</b>	Will people answer honestly or “correctly”?	<input type="checkbox"/>
<b>Acquiescence</b>	Are all statements phrased positively? (Mix it up)	<input type="checkbox"/>

## 6. Likert Scale Template

Standard 5-point Agreement:

1	2	3	4	5
Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree

Standard 5-point Frequency:

1	2	3	4	5
Never	Rarely	Sometimes	Often	Always

Your custom scale (if needed): \_\_\_\_\_

\_\_\_\_\_

## 7. Pre-Launch Checklist

Item	Done?
Pilot tested with 3-5 people	<input type="checkbox"/>
Confusing questions revised	<input type="checkbox"/>
Time to complete is under 10 min	<input type="checkbox"/>
Mobile-friendly formatting checked	<input type="checkbox"/>
Skip logic tested (if applicable)	<input type="checkbox"/>
Data will be anonymous/confidential (stated clearly)	<input type="checkbox"/>
Contact info provided for questions	<input type="checkbox"/>

## 8. Sample Size & Credibility

Sample Size	What You Can Claim
$n < 30$	Exploratory only — no generalizations
$n = 30-50$	Preliminary patterns — use cautiously
$n = 50-100$	Reasonable confidence for descriptive stats
$n = 100-200$	Good statistical power for correlations
$n > 200$	Strong confidence, can detect smaller effects

My target sample size: \_\_\_\_\_ Realistic? ☐ Yes ☐ No

Recruitment strategy: \_\_\_\_\_

# Survey Design Checklist — Worked Example

**Your Name:** Alex Chen **Date:** Week 6

**Research Question:** What is the relationship between Instagram like-checking frequency and daily anxiety levels among HKU undergraduate students?

## 1. Pre-Design Checklist

Question	Your Answer
What specific information do I need?	Like-checking frequency, anxiety levels (GAD-7), posting behavior, motivations
Who is my target population?	HKU undergrads aged 18-24 who use Instagram daily
How will I recruit respondents?	HKU student Facebook groups, WhatsApp groups, in-class announcements
How many responses do I need?	Target: 150 (expect 50% completion = send to 300)
How will I ensure diversity in my sample?	Post in multiple faculty groups, not just my own major

## 2. Survey Structure

Section	Content	Est. Time
<b>Introduction</b>	Purpose, consent, ~8 min estimate	0.5 min
<b>Screening</b>	“Do you use Instagram daily?” “Are you 18-24?”	0.5 min
<b>Warm-up</b>	General Instagram usage patterns	1 min
<b>Core</b>	Like-checking behavior + GAD-7 anxiety scale	5 min
<b>Demographics</b>	Age, gender, year of study, faculty	1 min
<b>Closing</b>	Thank you, optional interview sign-up	0.5 min

**Total estimated time:** 8.5 min

## 3. Question Type Selection

Type	When to Use	Your Questions
<b>Multiple Choice</b>	Mutually exclusive options	Q2, Q3
<b>Checkbox</b> (select all)	Non-exclusive options	Q5
<b>Likert Scale</b> (1-5 or 1-7)	Measure agreement/frequency	Q4, Q6-12 (GAD-7)
<b>Ranking</b>	Priority/preference order	—
<b>Open-ended</b>	Exploratory (use sparingly)	Q13 (optional)

## 4. Sample Questions (Core Section)

**Question 4:** In the past week, how often did you check the like count on your own Instagram posts?

Type: ☒ Likert (frequency)

Options: Never / Once or twice / A few times / Once a day / Multiple times a day

**Question 5:** What usually prompts you to check your like counts? (Select all that apply)

Type: ☒ Checkbox

Options: ☐ Just posted something new ☐ Notification ☐ Boredom ☐ Comparing to previous posts ☐ Feeling anxious  
☐ Habit ☐ Other: \_\_\_\_\_

**Question 6 (GAD-7 Item 1):** Over the last 2 weeks, how often have you felt nervous, anxious, or on edge?

Type: ☒ Likert

Options: Not at all / Several days / More than half the days / Nearly every day

*(Questions 7-12: Remaining GAD-7 items with same scale)*

**Question 13:** Is there anything else you'd like to share about how Instagram affects your mood? (Optional)

Type: ☒ Open-ended

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## 5. Bias Checklist — Review Each Question

Bias Type	What to Check	All Clear?
<b>Leading</b>	“How often do you obsessively check likes?” → Changed to neutral “how often did you check”	<input checked="" type="checkbox"/>
<b>Double-barreled</b>	Split “check likes and comments” into separate questions	<input checked="" type="checkbox"/>
<b>Loaded language</b>	Removed “addicted,” “waste time” — used neutral language	<input checked="" type="checkbox"/>
<b>Assumption</b>	Added “I don’t post” option for non-posters	<input checked="" type="checkbox"/>
<b>Social desirability</b>	Anonymous survey + emphasized no right/wrong answers	<input checked="" type="checkbox"/>
<b>Acquiescence</b>	GAD-7 is validated; my questions mix positive/negative framing	<input checked="" type="checkbox"/>

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## 7. Pre-Launch Checklist

Item	Done?
Pilot tested with 3-5 people	<input checked="" type="checkbox"/> — 4 classmates, average 7 min
Confusing questions revised	<input checked="" type="checkbox"/> — Clarified “past week” timeframe
Time to complete is under 10 min	<input checked="" type="checkbox"/> — 7-8 min average
Mobile-friendly formatting checked	<input checked="" type="checkbox"/> — Tested on iPhone and Android
Skip logic tested (if applicable)	<input checked="" type="checkbox"/> — Non-daily users skip to demographics

Item	Done?
Data will be anonymous/confidential (stated clearly)	[x] — In intro paragraph
Contact info provided for questions	[x] — My HKU email

## 8. Sample Size & Credibility

**My target sample size:** 150 **Realistic?** [x] Yes

**Recruitment strategy:** - Post in 5 HKU faculty Facebook groups (reach ~2000 students) - Share in 3 course WhatsApp groups - Ask 2 professors to announce in class - Offer chance to win 1 of 5 \$100 HKD gift cards as incentive

**Credibility note:** Using validated GAD-7 scale means my anxiety measure is already tested for reliability — I don't need to defend my anxiety questions, only my like-checking questions.