**Technical Settings for Student Research Surveys**

**Page 1 – Screening questions**

All general distribution surveys should include the following question to screen out minors:

Are you 18 yr or older?

Yes, I am 18 yr or older

No, I am younger than 18 yr

Use skip logic to send any respondent who checks the “No, I am younger than 18 yr” answer to a Version 1 final submit page with no further questions. The respondent should NOT see the survey questions.

You can add further screening questions to page 1 and use the same skip logic to ensure you are sampling the adult population of interest. These questions should not be demographic questions unless they are used for screening purposes.

**Page 2 – Informed consent**

Include your study description and consent material on this page. Ask the respondent if they consent to participate in the research:

Do you consent to participate in this survey?

Yes, I consent

No, I do not consent

Use skip logic to send any respondent who checks the “No, I do not consent” option to the same Version 1 final submit page with no further questions as for Page 1.

**Page 3 and more – Survey questions**

**Final Pages**

You will have two versions of this page.

Version 1 – this is the “thank you for your interest page” that respondents who do not meet your screening criteria or do not consent are sent to.

Version 2 – this final page should appear after the respondent submits their survey responses and is only for the respondents who did complete your survey. On this page you will have information thanking the respondent for their participation, providing information and resources if needed, and a clickable link to the entry form for the OSR prizes. Use the following information:

This link will take you to a form that will enter your name for prize drawings to thank you for your participation in student survey research. You can enter each time you take a different survey. Your details cannot be connected in any way to the responses you have provided in this survey and will not be seen by the researchers. Only Longwood students are eligible for the prize drawings. Click the following link if you would like your name to be entered into the prize drawing: <https://forms.gle/bjfNp3cPzQtx41PK8>