

Questionnaire Management Guidelines

Goals:

- One consolidated document to track all model and CQ changes throughout the life of the project
- Questionnaire always matches the live survey
- Easy and error-free way to submit CQ changes
- All changes tracked and reflected in one document (DOT will help)

Questionnaire Resources:

- 1 [Questionnaire Design and Approval Process](#)
- 2 [Question Grouping Rules](#)
- 3 [OPS vs. Skip Logic Decision for "Other, Please Specify"](#)
- 4 [Model and Custom Question Checks_SRA](#)
- 5 [Model and Custom Question Checks_Team LeadManager](#)
- 6 [Model and Custom Question Checks_DOT](#)

Model Instance Name:
 NIH NIGMS Survey
 MID: I99YNMok100YxdcpkMs9cA==
 Date: 7/23/2010

red & strike-through: DELETE
 underlined & italicized: RE-ORDER
 pink: ADDITION
 blue + -->: REWORDING

NIH NIGMS Survey CUSTOM QUESTION LIST

QID (Group ID)	Skip Logic Label	Question Text	Answer Choices (limited to 50 characters)	Skip to	Type (select from list)	Single or Multi	Required Y/N
KFB08877		Which of the following best describes your role in visiting this site today? (select one)	General public Researcher, including NIH grantee or grant applicant Postdoctoral fellow Graduate student College student High school student Middle school, high school, or college teacher Librarian Journalist/media professional Research institution administrator Scientific/professional society staff member U.S. HHS/NIH/NIGMS employee or contractors Health professional Other, please specify:		Radio button, one-up vertical	S	Y
KFB08878	A	Other role			Text field, <100 char		N
KFB08879		Which of the following best describes the type of information you were looking for? (select one)	General information about the National Institute of General Medical Sciences Research programs or funding opportunities Training or career development programs Minority programs		Radio button, one-up vertical	S	Y

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			News or events Science education materials, including publications Videos, audios or images Information about an area of science Job vacancies Other, please specify:	A			
KFB08880	A	Other type of information			Text field, <100 char		N
KFB08881		Were you able to find what you were looking for? (select one)	Yes, easily Yes, with some difficulty Partially Still looking No, please specify:	A	Radio button, one-up vertical	S	Y
KFB08882	A	Please specify the other information NOT found			Text area, no char limit		N
KFB08883		How did you find out about this site? (select one)	Search engine (such as Google, Yahoo, Bing) Link from another Web site, including NIH.gov NIGMS e-mail message, announcement or e-newsletter NIGMS social media (<i>Feedback Loop</i> blog, NIGMS Facebook page, NIGMS Twitter feed) Non-NIGMS social media (such as a non-NIGMS blog, Facebook page, Twitter feed or social bookmarking site) NIGMS publication Scientific, professional, or other organizational listserv or e-Conference or scientific meeting Co-worker or colleague Media story (magazine, newspaper, television, radio) Other, please specify:	A	Radio button, one-up vertical	S	Y
KFB08884	A	Other source			Text field, <100 char		N
KFB08885		How did you search for the information you wanted? (check boxes, multi select)	Top navigation menu Left navigation boxes Slide in the middle of the home page External search engine such as Google or Yahoo Bookmark or favorite Link from another site Search box (open text box in upper right corner of page) Site map Other, please specify:	A	Checkbox, one-up vertical	M	Y
KFB08886	A	Other method			Text field, <100 char		N
KFB08887		Which of the following site features did you access today? (please select all that apply)	Bookmark & share Feedback Loop Biomedical Beat Findings Minority Programs Update		Checkbox, one-up vertical	M	N

Special Instructions
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