NTCA

Survey Request Form

Please take a few moments to complete this form describing your request. Complete information will allow us to better understand your research or project and our potential role in assisting you.

Check here if this request needs urgent implementation (less than 4 weeks).

Name: _____

Baeﬀa`, _____ Organization: _____

Phone: _____ E-mail: _____

This is a request to conduct a: (Check one)

Survey   Focus Group   Other: _____

Please briefly describe the purpose of your project:

How is it relevant to the mission of NTCA?

If this is a survey, has it been pilot-tested? (Check one) ☐ Yes ☐ No

If yes, please describe the pilot-test (e.g., population, location and the results)

Who are the intended survey or research project participants? (Check all that apply)

☐ TB Controllers ☐ TB Nurses ☐ TB Clinicians Outreach Workers and Field Staff

Other: _____

PROJECT TIMELINE

Last date to collect responses.

Intended start date of survey: _____

Intended close date of survey:* _____

Target date(s) for final data report(s): _____

Please describe or attach your data analysis plan.

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Who will perform the analysis? _____

Are survey sites invited to participate in the analysis?   ☐ Yes   ☐ No

How will confidentiality and data be maintained?

How will you work with NTCA on administration and disseminating findings?

How do you plan to use the findings?

How will the findings be communicated back to NTCA and survey participants?

Will the findings be distributed to others outside of NTCA and survey participants?

   ☐ Yes   ☐ No   If yes, please indicate: _____

Who will retain data? _____

Will the data be made available to NTCA?   ☐ Yes   ☐ No

Can it be posted on the NTCA's website?   ☐ Yes   ☐ No

Please attach the following forms and documentation with this application and email them to the Survey Committee Chair at ntca@tbcontrollers.org. Please allow 4-8 weeks for the NTCA Survey Committee to respond to your request.

   CV of the Survey Project Lead

☐ Disclosure of Conflicts of Interest

☐ Survey Tool (List of survey questions)

☐ Brief cover letter that include the following information to be sent to survey participants:

- Background information on your organization and purpose of this survey
- Who are the intended target participants
- How long does it take to complete the survey
- How will the data be used
- Who will have access to the findings
- How will confidentiality be maintained