WEBCORE Guidelines

Preparing your documents

- Make sure you finalize all your questions and answers. Changing a survey after it has been created is very time consuming and expensive.
- We accept either Word or Excel files. Guidance on preparation of your document is given in the WEBCORE manual.
- Before handing in your survey documents, please run the spell checker. The WEBCORE team may not edit any grammatical or spelling mistakes.
- If your survey needs to be translated into languages other than English, please keep in mind that the translated text may take more or less space than English. Please send a separate version of the survey for each language.
- Please mark any questions that require an answer. By default participants are not required to answer any questions but this can be adapted to ensure that patients answer.

Changes to the survey

- After we have created your survey, you will have an opportunity to see a demo version and ask for changes.
- You will also be able to request changes after patients start to use the survey if immediate and unanticipated problems occur. As an example, in one survey, the "Next" button was too small causing some patients difficulties with completing a survey. In this case, we enlarged the next button at no cost.
- Subsequent changes to the survey with respect to look or organization or changes to survey content (e.g. a new question) at any time will require a new estimate of costs.

What you can and cannot expect from us

- The web pages we create will match the Word or Excel document you supply us.
- We can change the font, height, width of any text per your requests.
- If you have designed the overall look of your survey (e.g. after consulting with a designer), we can match that look and feel.
- Once a survey is created, you will be able to view a demo version by clicking on a URL.
- Once a patient or clinicians has completed a survey, it can't be edited or deleted. However, if the survey is still in-progress, the participants can hit the back button and make changes.
- MRNs are only entered by directly reading them from another database like Caisis, CRDB or IDB. We do not allow manual MRN entry.
- We can send you an Excel sheet of your data once your survey is up and running.
- We cannot help you with your initial choice of survey nor with data analysis after the project is complete. You will need to work with the Behavioral Research Methods Core Facility for the former and the biostatistics service for the latter.
- You must obtain suitable IRB approvals.