**Research Variable Form**

***Note- For questions with multiple options, please write ‘Yes’ against the relevant option. Questions marked with an asterisk are mandatory.***

1. Name of the organization:\*

2. Contact number:

3. Name of the contact person:\*

4. Email Address of the contact person:\*

5. Study Description:\*

6. Please describe the respondents or target beneficiaries of your study/intervention/ assessment project.

*(This can include the people, communities, groups, and institutions etc. that are a part of your research design and/or the intervention model)*

7. For which of the following study components are you seeking to collaborate with Outline India?\*

[ ]  Research Design and Plan

[ ]  Study Tools

[ ]  Translation of Study Tools

[ ]  Pretest of Study Tools

[ ]  Field training

[ ]  Data collection

[ ]  Analysis

[ ]  Report Writing

[ ]  Presentation

8. Please describe the mode of study:\*

[ ]  Quantitative Methods: *Structured Survey/Questionnaire-*

[ ]  Qualitative Methods: *Semi-structured In-depth Interviews (IDIs), Focus Group Discussions (FGDs), Key Informant Interviews (KIIs)-*

[ ]  Mixed Methods *(Combination of Quantitative & Qualitative Methods)-*

[ ]  Explanatory Methods-

[ ]  Observation Based Methods-

[ ]  \*Rapid Assessment

[ ]  Yet to be decided-

[ ]  Others (please specify)

*\*Outline India also undertakes Rapid Assessments (RAP) which is ideal for programs with shorter timelines (4-6 weeks) and smaller budgets* ***(INR 10-15 lakhs +taxes)****.* *This type of assessment allows for quick remote and inter-personal qualitative interviewing to get an overall sense of on ground realities.*

9. Do you want us to review the study tools?\*

[ ]  Yes, review and edit *(In mutual consultation with the client)*

[ ]  No

10. What is the time needed per interview/survey/FGD?\*

➢ **QUANTITATIVE SURVEYs**

[ ]  Less than 30 minutes

[ ]  Between 30-60 minutes

[ ]  More than 60 minutes

[ ]  Not applicable

➢ **QUALITATIVE INTERVIEWS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** |  **FGD** |  **IDI** |  **Others** |
| Less than 30 minutes | [ ]  | [ ]  | [ ]  |
| Between 30-60 minutes  | [ ]  | [ ]  | [ ]  |
| More than 60 minutes  | [ ]  | [ ]  | [ ]  |
| Not applicable  | [ ]  | [ ]  | [ ]  |

➢ **FOCUS GROUP DISCUSSIONS (FGDs)** *[A* ***focus group discussion*** *is a group interview involving a small number of demographically similar people or participants who have common traits/experiences. It has open-ended questions to support quantitative findings]*

11. Have you decided how the respondents will be sampled? \*

[ ]  Yes

[ ]  No

 If yes, specify selection criterion, quotas, stratification *(please describe in detail)*

12. What is the approximate sample size you are targeting? \*

 *(specify for each location & overall)*

13. What is the geographical spread of the study? \*

[ ]  Rural

[ ]  Peri-urban

[ ]  Urban

14. Number of locations to be covered: \*

|  |  |  |  |
| --- | --- | --- | --- |
| **States** | **District#** | **Block#** | **Village#** |
| State 1 |   |   |   |
| State 2 |   |   |   |
| State 3 |   |   |   |

15. How will the survey tool be administered? \*

*(Please mark against the relevant option)*

[ ]  Paper based

[ ]  Digital data collection

16. Please mark if Outline India will be responsible for the following in case of Digital data collection.

[ ]  Survey Devices

[ ]  Server space to store data

[ ]  Coding of survey tool

17. Will your tool include any sensitive questions?\*

*(Hint: Caste, financials, religion-based, or sexuality-related)*

[ ]  Yes

[ ]  No

[ ]  Don’t Know

18. What is your preferred mode of Data Collection Method?

[ ]  Field/in- person

[ ]  Telephonic

[ ]  Online (Google Forms, etc.)

[ ]  Other (please specify)

19. Is there any need for the following:

[ ]  Printouts (paper-based studies)

[ ]  Visual Aid (colored printouts)

[ ]  Any Props (such as games)

20. Does the study require seeking appointments from the respondents?

*(This generally applies in cases where there is a fixed list of respondents such as a list of beneficiaries, or in case of longitudinal studies)*

21. Will the data collection team have to conduct revisits to households/respondents they were unable to reach in the first attempt?

*(This generally applies in cases where there is a fixed list of respondents such as a list of beneficiaries, or in case of longitudinal studies)? \**

[ ]  Yes

[ ]  No

[ ]  Not Applicable

22. Can you give us an approximate number of re-visits you would like the field team to conduct?\*

[ ]  1

[ ]  2

[ ]  3

[ ]  More than 3

[ ]  NA

23. Apart from standard data quality protocols that Outline India follows for large-scale data collection projects, do you want to budget for a separate back-check survey? \*

[ ]  Yes

[ ]  No

[ ]  Not Applicable

24. Are there any incentives for the respondent to cooperate?\*

[ ]  Yes

[ ]  No

25. If yes, what incentive will be given to each person? *(please specify the amount & type of incentive)*

26. **Permission:** Which party will be responsible for seeking permissions and/or IRB approvals?\*

*Generally, all relevant approvals (IRB/Others) are sought by the client. Permissions at the field level can be sought by Outline India*

*(Please mark ‘Yes’ against the relevant option)*

 Client-

[ ]  Outline India

[ ]  To be discussed

[ ]  No IRB approval required

[ ]  No other permissions required

27. Any timeline considerations?\*

28. Any budgetary considerations?\*

*Please mention any budgetary constraints we should be aware of. Outline India is unable to undertake projects below* ***INR 14,00,000*** *owing to internal management and overhead costs. We do, however, make exceptions for projects with great academic or social merit. If you feel your project meets these criteria, please point this out in the box below.*

29. How did you learn about us?\*

30. Any additional comments or queries?\*

Some of our other clients can be seen [here](https://www.outlineindia.com/client) on our [website](https://www.outlineindia.com/).

Links to our sector decks: [Health](https://www.outlineindia.com/sectors/17000510661.pdf), [Environment](https://www.outlineindia.com/sectors/17000505984.pdf), [Agriculture](https://www.outlineindia.com/sectors/17000505983.pdf), [Education](https://www.outlineindia.com/sectors/17000513125.pdf), [Livelihoods](https://www.outlineindia.com/sectors/17000505987.pdf), [Gender](https://www.outlineindia.com/sectors/17000518576.pdf) and [WASH](https://www.outlineindia.com/sectors/17000508052.pdf).

For further information or specific questions, feel free to reach out to contact@outlineindia.com & partnerships@outlineindia.com