

**36-303: Sampling, Surveys and Society**  
**Notes on Team Working Assignments**  
**Tue Feb 9, 2010**

Here is a revised schedule of Team Project Assignments, up through Spring Break (I have been falling a little behind anyway, and the snow days make it even more important that we be efficient about moving forward).

## **So far...**

**I.0** Teams Formed (Tue Jan 19)

**I.1** Propose Two Topics (Tue Jan 26)

**I.2** Revise proposals (Thu Feb 4)

**I.3** Choose Topic (Thu Feb 11: one short email per team to brian@stat.cmu.edu) [Do not worry about IRB application or draft questions yet]

## **Upcoming...**

The remaining Team Project Assignments will more or less follow the shorter “designing a sample survey” outline from the beginning of the semester. *DATES AND DETAILS HAVE CHANGED; PLEASE READ BELOW.*

**I.4** Target Pop, Sampling Plan, Sampling Frame, Nonresponse Plan (Tue Feb 16; one page, emailed to brian@stat.cmu.edu)

- Clearly define a target population that you can reach in your survey
- Clearly discuss your sampling plan: How will you obtain a representative sample from the the target population you defined? This should involve:
  - Clearly define a sampling frame: a list of persons in the target population from which you can draw a random sample. Acceptable frames include: (a) list of email addresses from which you can draw an SRS without replacement; (b) set of phone numbers or prefixes that you can use for random-digit dialling (this is again an SRS without replacement); (c) list or map of blocks, addresses, or similar geographic information you can use to randomly select houses or businesses to approach; etc. *There are very few cases where a non-random sample with no clearly defined frame (e.g. man-on-the-street interviews) is acceptable. For man-on-the-street*

*interviews, careful design of times/dates/locations, and method of approach people “on the street” (or on-campus, etc.) will be needed.*

- Clearly discuss how you will use the sampling frame to obtain a representative sample.
- Clearly discuss how you will deal with nonresponse:
  - \* What will you do about reminding or following-up nonresponders?
  - \* If you suspect your sample is not representative of the target population, what adjustments do you anticipate making?

**Team Working Agreements** (Tue Feb 23, in email to brian@stat.cmu.edu and **on paper**.) [see separate handout]

**II.5a** Sampling Scheme & Question Design (Thu Feb 25; email attachment to brian@stat.cmu.edu; I will only provide feedback if needed)

- Items K, L, M on the shorter “designing a sample survey” handout
- Items K and M should be 1/2 page each. Item L should be however long is needed.
- For item M, please also include information on oversampling to compensate for nonresponse. For example, if you anticipate a 25% response rate and you want a sample size of 120, how many respondents should you approach?

**II.5b** Pretest & Revise Questions (Tue Mar 2; email brian@stat.cmu.edu ONLY part O. I will provide feedback only if needed.)

- Items N, O on the shorter “designing a sample survey” handout

**II.6** Final IRB & Project Plan (Thu Mar 4; email attachments to brian@stat.cmu.edu);

- Final, full project proposal (items A-M on the shorter “designing a sample survey” handout).
  - From this proposal, anyone outside our class should be able to read and understand completely what you are proposing to do.
- IRB form filled out completely
  - You can get a copy of this form from the course website or from <http://www.cmu.edu/osp/regulatory-compliance/human-subjects.html>
  - To save time, you do NOT need to do the IRB Training Certificate indicated in blocks 2 and 3 of the IRB form. Ignore those checkboxes (but do fill out the rest of those blocks).
- A draft informed consent statement for your survey.

Turn in all three to me, not CMU IRB.