

Checklist for Reporting Results of Internet E-Surveys (CHERRIES)

Item Category	Checklist Item	Explanation	Reporting Results
Design	Describe survey design	Describe target population, sample frame. Is the sample a convenience sample? (In “open” surveys this is most likely.)	Convenience sample
Institutional Review Board approval and informed consent process	IRB approval	Mention whether the study has been approved by an IRB.	Approval was sought from the affiliated universities ethics committees.
	Informed consent	Describe the informed consent process. Where were the participants told the length of time of the survey, which data were stored and where and for how long, who the investigator was, and the purpose of the study?	On the recruitment material, a web link was provided to direct potential participants to the e-survey. At the start of the survey, participants were provided with a Letter of Information outlining study details (e.g., purpose, length of time to complete, how and where data is stored and for how long, rights of the participant, incentives, investigator information) and consent was implied if teens agreed to participate.
	Data protection	If any personal information was collected or stored, describe what mechanisms were used to protect unauthorized access.	The survey platform (Qualtrics) uses encryption processes with restricted access authorization to protect all data collected. Only the research team can access the password-protected platform.
Development and pre-testing	Development and testing	State how the survey was developed, including whether the usability and technical functionality of the electronic questionnaire had been tested before fielding the questionnaire.	The survey was developed by researchers from various disciplines (i.e., health geography, health science, epidemiology and biostatistics). Prior to fielding the e-survey, it was piloted for usability and technical functionality by the research

			team and affiliated Youth Advisory Council (HEALYAC) members.
Recruitment process and description of the sample having access to the questionnaire	Open survey versus closed survey	An “open survey” is a survey open for each visitor of a site, while a closed survey is only open to a sample which the investigator knows (password-protected survey).	Open survey
	Contact mode	Indicate whether or not the initial contact with the potential participants was made on the Internet. (Investigators may also send out questionnaires by mail and allow for Web-based data entry.)	Internet (i.e., social media)
	Advertising the survey	How/where was the survey announced or advertised? Some examples are offline media (newspapers), or online (mailing lists – If yes, which ones?) or banner ads (Where were these banner ads posted and what did they look like?). It is important to know the wording of the announcement as it will heavily influence who chooses to participate. Ideally the survey announcement should be published as an appendix.	The affiliated Youth Advisory Council (HEALYAC) members promoted the e-survey through their social media platforms and social networks. Recruitment materials were also sent to various Youth Advisory Councils across Canada to share across their social networks.
Survey administration	Web/E-mail	State the type of e-survey (e.g., one posted on a Web site, or one sent out through e-mail). If it is an e-mail survey, were the responses entered manually into a database, or was there an	Web site

		automatic method for capturing responses?	
	Context	Describe the Web site (for mailing list/newsgroup) in which the survey was posted. What is the Web site about, who is visiting it, what are visitors normally looking for? Discuss to what degree the content of the Web site could pre-select the sample or influence the results. For example, a survey about vaccination on a anti-immunization Web site will have different results from a Web survey conducted on a government Web site	A Web site was created that directed participants to the Letter of Information detailing the study.
	Mandatory/voluntary	Was it a mandatory survey to be filled in by every visitor who wanted to enter the Web site, or was it a voluntary survey?	Voluntary
	Incentives	Were any incentives offered (e.g., monetary, prizes, or non-monetary incentives such as an offer to provide the survey results)?	After every 800 completed surveys, there was a draw for a \$250 gift card.
	Time/Date	In what timeframe were the data collected?	Data were collected between June 2020 - September 2020.
	Randomization of items or questionnaires	To prevent biases items can be randomized or alternated.	To avoid conceptual complexity, randomization was not used as order was important for referencing time before and after social distancing measures.
	Adaptive questioning	Use adaptive questioning (certain items, or only conditionally displayed based on responses to other items) to reduce number and complexity of the questions.	To reduce the number and complexity of questions, various skip patterns were put in place, directing participants to questions based on their previous responses.

	Number of Items	What was the number of questionnaire items per page? The number of items is an important factor for the completion rate.	The number of questionnaire items per page ranged from one to seven.
	Number of screens (pages)	Over how many pages was the questionnaire distributed? The number of items is an important factor for the completion rate.	The questionnaire was 39 pages in length with six of those pages designated to the Letter of Information, eligibility, consent, incentive, and participation in future research.
	Completeness check	It is technically possible to do consistency or completeness checks before the questionnaire is submitted. Was this done, and if "yes", how (usually JavaScript)? An alternative is to check for completeness after the questionnaire has been submitted (and highlight mandatory items). If this has been done, it should be reported. All items should provide a non-response option such as "not applicable" or "rather not say", and selection of one response option should be enforced.	Not applicable
	Review step	State whether respondents were able to review and change their answers (e.g., through a Back button or a Review step which displays a summary of the responses and asks the respondents if they are correct).	Participants were able to use the Back button to change their answers. A Review step was not utilized.
Response Rates	Unique site visitor	If you provide view rates or participation rates, you need to define how you determined a unique visitor. There are different techniques available, based on IP addresses or cookies or both.	Not determined

	View rate (Ratio of unique survey visitors/unique site visitors)	Requires counting unique visitors to the first page of the survey, divided by the number of unique site visitors (not page views!). It is not unusual to have view rates of less than 0.1 % if the survey is voluntary.	Not determined
	Participation rate (Ratio of unique visitors who agreed to participate/unique first survey page visitors)	Count the unique number of people who filled in the first survey page (or agreed to participate, for example by checking a checkbox), divided by visitors who visit the first page of the survey (or the informed consents page, if present). This can also be called "recruitment" rate.	Not determined
	Completion rate (Ratio of users who finished the survey/users who agreed to participate)	The number of people submitting the last questionnaire page, divided by the number of people who agreed to participate (or submitted the first survey page). This is only relevant if there is a separate "informed consent" page or if the survey goes over several pages. This is a measure for attrition. Note that "completion" can involve leaving questionnaire items blank. This is not a measure for how completely questionnaires were filled in. (If you need a measure for this, use the word "completeness rate".)	851 (see 28,31, & 32)/1179 eligible participants who completed the first survey page (consent page) after duplicate [IP address AND age] removed as well as out of Canada participants (72%).

<p>Preventing multiple entries from the same individual</p>	<p>Cookies used</p>	<p>Indicate whether cookies were used to assign a unique user identifier to each client computer. If so, mention the page on which the cookie was set and read, and how long the cookie was valid. Were duplicate entries avoided by preventing users access to the survey twice; or were duplicate database entries having the same user ID eliminated before analysis? In the latter case, which entries were kept for analysis (e.g., the first entry or the most recent)?</p>	<p>None used</p>
	<p>IP check</p>	<p>Indicate whether the IP address of the client computer was used to identify potential duplicate entries from the same user. If so, mention the period of time for which no two entries from the same IP address were allowed (e.g., 24 hours). Were duplicate entries avoided by preventing users with the same IP address access to the survey twice; or were duplicate database entries having the same IP address within a given period of time eliminated before analysis? If the latter, which entries were kept for analysis (e.g., the first entry or the most recent)?</p>	<p>IP addresses were checked for duplicates after survey entries were removed based on incompleteness or atypical timestamp (see 31 and 32). Because individuals in the same household could complete the survey on the same device, a variable of IP address and age was created. Where age AND IP address were identical the entry with the highest Progress (proportion of the questionnaire viewed) value was kept for analysis, or if these were equal the first entry was kept.</p>
	<p>Log file analysis</p>	<p>Indicate whether other techniques to analyze the log file for identification of multiple entries were used. If so, please describe.</p>	<p>None used</p>

	Registration	In “closed” (non-open) surveys, users need to login first and it is easier to prevent duplicate entries from the same user. Describe how this was done. For example, was the survey never displayed a second time once the user had filled it in, or was the username stored together with the survey results and later eliminated? If the latter, which entries were kept for analysis (e.g., the first entry or the most recent)?	Not applicable
Analysis	Handling of incomplete questionnaires	Were only completed questionnaires analyzed? Were questionnaires which terminated early (where, for example, users did not go through all questionnaire pages) also analyzed?	Survey which were only viewed to questions regarding demographics/living situation but did not progress through the questionnaire to any questions regarding health outcomes/behaviours (Progress <42%).
	Questionnaires submitted with an atypical timestamp	Some investigators may measure the time people needed to fill in a questionnaire and exclude questionnaires that were submitted too soon. Specify the timeframe that was used as a cut-off point, and describe how this point was determined.	Surveys which were completed in 3 minutes or less (180 seconds) were not included in analysis (Duration =<180).
	Statistical correction	Indicate whether any methods such as weighting of items or propensity scores have been used to adjust for the non-representative sample; if so, please describe the methods.	None used