**Data Collection Worksheet**

The purpose of this worksheet is to get you to think about the issues that might arise in your data collection process. An awareness of potential issues can help you to develop strategies to overcome them, thereby ensuring that you end up with quality data to analyze. Giving careful thought to data collection issues and mitigating strategies will also enable you to write an effective methodology.

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| Some Core Issues in data collection | Questions to consider | Solutions to be implemented in my project |
| What is my data source(s)?   --e.g., interviews, the internet, systematic reviews, surveys, ethnography etc.? | What are the main issues that can arise from this source?    What skills do I need developed to be effective at collecting this kind of data (interviewing, survey design)? |  |
| Coverage error | Am I able to reach all groups, sources or social artifacts that are relevant to my research question? | \*if you realize that you are unable to cover all the groups that you originally intend to do, you will need to narrow your research question to those that you are actually reaching or you might need to expand the scope of your data collection to include those groups\* |
| Sampling error | What are the weaknesses of the sampling method that I am using?    Will I need to supplement my original sampling technique (multiple forms of sampling) to ensure that I am reaching the target population?    What will I do to ensure that I get the sample size that I proposed?    What if I do not get the desired sample size? |  |
| Non-response errors | What follow-up measures will be effective in getting participants to respond?    What incentives can I offer to increase participation?    Have I tested my survey/interview to ensure that the organization and content of questions encourage respondents to answer? |  |
| Measurement errors | How did I decide how to operationalize my concepts/variables?    Have other researchers operationalized concepts/variables similarly? Why is mine similar or different?    Does the data collection method pose any risk to my measures (e.g. is interviewing effective for matching items)? How will I mitigate them? |  |
| Missing Data | Do I have a plan on how I will deal with missing data? Does this align with how other researchers treat missing data? (why or why not?)    Will missing data impact validity? |  |
| Other issues? |  |  |