

# CHECKLIST FOR COLLABORATORS INTERNAL TO THE UNIVERSITY/ RESEARCH ORGANISATION

## BEFORE LAUNCH OF THE SURVEY

- Ethics approval or/and approval of relevant other units – if required
- Information on available help lines at the level of the institution or at national level forwarded to UniSAFE project partner or UniSAFE survey team
- Survey Invitation Template and Reminder Template adapted to own institutional needs and languages – if used
- Email lists prepared/available for inviting staff and students to UniSAFE survey
- Administrative Data Grid completed and returned to UniSAFE project partner
- Internal communication activities/announcements planned/prepared for increasing awareness about UniSAFE Survey among staff and students before launch of the survey (see hereafter)



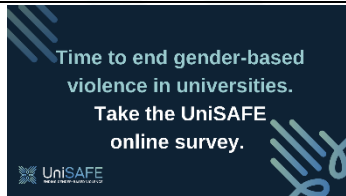
## COMMUNICATION RESOURCES AND TIMELINE


Our common goal is **to ensure the survey gets as many respondents as possible**. Participating institutions are therefore encouraged to start communicating on their involvement in the project as early as possible. **Without minimal communication activities, there is risk of a very low engagement in the survey.**

We are providing indicative messages and timeline for your communication activities, covering the main points; feel free to adapt it to your institution. We suggest that you add any relevant information specific to your institution in relation to the topic, i.e., internal policy, events etc.

[All media is available on the RPO SharePoint](#) and regularly updated with new project resources. Extra material related to raising awareness on gender-based violence is available on [a Trello Board](#).



SUGGESTED DATE	ACTION	SUGGESTED MESSAGE	AVAILABLE IMAGE	AVAILABLE TRANSLATIONS
2-4 weeks before survey launch	Communicate your involvement in tackling GBV in academia & research organisations	<p><a href="#">Press release</a></p> <p>Gender-based violence is a persistent force present in all organisations. [organisation name] recognises the importance of this universal issue and is intent on eradicating it by taking proactive measures.</p> <p>We are participating in a European project that aims to measure the extent of gender-based violence in research organisations and universities.</p> <p>In [month/date] 2022, [organisation's] staff and students will be invited to take part in one of the largest surveys on the matter.</p>		<p><a href="#">Czech</a></p> <p><a href="#">Finnish</a></p> <p><a href="#">French</a></p> <p><a href="#">German</a></p> <p><a href="#">Italian</a></p> <p><a href="#">Lithuanian</a></p> <p><a href="#">Polish</a></p> <p><a href="#">Spanish</a></p> <p><a href="#">Swedish</a></p>
1 week before survey launch	Communicate on survey  ‘We are paving the way towards universities and research organisations safe from GBV’	<p>Gender-based violence in universities and research organisations is under-researched and under-reported. We are proud to take part in one of the largest surveys ever on gender-based violence in European universities and research organisations.</p> <p>On [date], [organisation] staff and students will receive a link to participate in the survey by email.</p>		Media translated upon request at <a href="mailto:unisafe-eu@esf.org">unisafe-eu@esf.org</a>
Survey launch	Communicate on survey  ‘It is safe to take part’	<p>[organisation] is conducting a survey from [date to date] among all staff and students to measure the prevalence of gender-based violence in our organisation. This survey is being led in 46 other universities and research organisations across Europe. All data collected through the survey will be used anonymously.</p>		Media translated upon request at <a href="mailto:unisafe-eu@esf.org">unisafe-eu@esf.org</a>

		<p>If you have any questions related to the survey, please check the FAQ available at <a href="https://unisafe-gbv.eu/">https://unisafe-gbv.eu/</a></p> <p>Check your emails! Survey link sent to staff and students.</p>		
<b>During survey implementation</b>	<p>Communicate on survey</p> <p>'Anyone can take part'</p>	<p>Share your experience on gender-based violence by taking the UniSAFE online survey. All [organisation] staff and students - whether they have experienced GBV or not – are invited to take part.</p> <p>Participate by [date]</p> <p>If you have any questions related to the survey, please check the FAQ available at <a href="https://unisafe-gbv.eu/">https://unisafe-gbv.eu/</a></p>		<p>Media translated upon request at <a href="mailto:unisafe-eu@esf.org">unisafe-eu@esf.org</a></p>

**POSSIBLE CHANNELS:**

Below are some channels we suggest you use to disseminate the information. **The goal is to reach all staff and students with regular communication activities:**

- social media (Twitter, LinkedIn, Facebook)
- internal emailing, intranet
- newsletter (print or digital),
- print (flyers, posters, banners... inside universities)
- Direct contact with
  - individual colleagues with high-reach capacity
  - gender equality ambassadors
  - closed groups (Facebook/LinkedIn)
  - international relations offices

A combination of external and internal channels is recommended to raise awareness on the survey before its launch. **The survey itself will be disseminated via internal email only; the survey link cannot be shared externally.**

If you have any questions regarding the communication, please email [unisafe-eu@esf.org](mailto:unisafe-eu@esf.org),

If you have any questions related to the survey, please email [unisafe-gbv@gesis.org](mailto:unisafe-gbv@gesis.org)

