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| **Name of individual completing Checklist:** |  |
| **Date Checklist submitted [MM/DD/YY]:** |  |

***details of your study***

|  |  |  |
| --- | --- | --- |
| **(1)** | **Who** are the study investigators?  *Include full names, degrees, and affiliations.* |  |
| **(2)** | **To whom** should a permissions agreement be addressed?  *Include full name, postal address, and email.* |  |
| **(3)** | **Who** will sign the agreement?  *Include full name, degree, job title, and affiliation, plus postal address and email.* |  |
| **(4)** | **What** is the title of the research study/project? |  |
| **(5)** | **Where** will the study take place?  *List location(s) with city, state, and country, as well as number of sites. (See the End User License Agreement on the ASQ CD-ROM).* |  |
| **(6)** | **When** will the study take place?  *Include the beginning and end dates (month and year).* |  |
| **(7)** | Provide a brief abstract or description of the study, including the number of children participating in the study. |  |
| **(8)** | Into which **language(s)** do you wish to translate or adapt the ASQ material? |  |
| **(9)** | **How** will the translated ASQ material be distributed? *For example: paper copies, electronically, etc. Please explain in detail.* |  |

***ASQ tools to be used in your study***

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| --- | --- | --- |
|  | **Ages & Stages Questionnaires®, Third Edition (ASQ-3™)** | Yes  No |
| **(10)** | **Which questionnaires** will you translate or adapt? List each questionnaire. *ASQ-3 includes 21 questionnaires: 2, 4, 6, 8, 9, 10, 12, 14, 16, 18, 20, 22, 24, 27, 30, 33, 36, 42, 48, 54, and 60 month.* |  |
| **(11)** | How many copies of **each** questionnaire will you make? *(e.g. 20 copies each of the 2- and 4-month questionnaires.)* |  |
| **(12)** | Will you translate or adapt the ASQ-3 User’s Guide? *If* ***yes,*** *list the pages and/or chapters and indicate how many copies you plan to make. Note: the User’s Guide is for professional use and not for parents or caregivers.* | Yes  No |
| **(13)** | Will you translate or adapt the ASQ-3 Quick Start Guide? *If* ***yes,*** *indicate how many copies you plan to make. Note: the Quick Start Guide is for professional use and not for parents or caregivers.* | Yes  No |
| **(14)** | Will you translate or adapt any of the ASQ-3 Intervention (play) Activities? If **yes,** list each Activity. *ASQ-3 has 11 activities sheets: 1-4, 4-8, 8-12, 12-16, 16-20, 20-24, 24-30, 30-36, 36-48, 48-60, and 60-66 months.* | Yes  No |

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|  | **Ages & Stages Questionnaires®: Social-Emotional, Second Edition (ASQ:SE-2™)** | Yes  No |
| **(15)** | **Which questionnaires** will you translate or adapt? List each questionnaire. *ASQ:SE-2 includes 9 questionnaires: 2, 6, 12, 18, 24, 30, 36, 48, and 60 months.* |  |
| **(16)** | How many copies of **each** translated questionnaire will you make? *(e.g. 400 copies each of the 30- and 36-month questionnaires.)* |  |
| **(17)** | Will you translate or adapt some or all of the ASQ:SE-2 User’s Guide? *If* ***yes,*** *list the pages and/or chapters and indicate how many copies you plan to make. Note: the User’s Guide is for professional use and not for parents or caregivers.* | Yes  No |
| **(18)** | Will you translate or adapt the ASQ:SE-2 Quick Start Guide? *If* ***yes,*** *indicate how many copies you plan to make. Note: the Quick Start Guide is for professional use and not for parents or caregivers.* | Yes  No |
| **(19)** | Do you wish to translate or adapt the ASQ:SE Intervention (play) Activities? If **yes,** list each Activity. *ASQ:SE-2 has 9 activities sheets: 2, 6, 12, 18, 24, 30, 36, 48, and 60 months.* | Yes  No |

***ASQ tools YOU HAVE PURCHASED/OWN***

|  |  |  |
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| **(20)** | **For any product owned, please list the quantity.**  Do you own the **ASQ-3 Starter Kit** (ISBN 978-1-59857-041-0)? *Note: each Starter Kit contains 21 Questionnaires, 1 User’s Guide, and 1 Quick Start Guide.* | Yes , I own \_\_\_\_  No |
|  | Do you own the **ASQ-3 Questionnaires** (ISBN 978-1-59857-002-1)? | Yes , I own \_\_\_\_  No |
|  | Do you own the **ASQ-3 Quick Start Guide** (ISBN 978-1-59857-005-2)?*Note: the Quick Start Guide is sold in packages of 5.* | Yes , I own \_\_\_\_  No |
|  | Do you own the **ASQ-3 User’s** Guide (ISBN 978-1-59857-004-5)? | Yes , I own \_\_\_\_  No |
|  | Do you own the **ASQ:SE-2 Starter Kit** (ISBN 978-1-59857-961-1)? *Note: each Starter Kit contains 9 Questionnaires, 1 User’s Guide, and 1 Quick Start Guide.* | Yes , I own \_\_\_\_  No |
|  | Do you own the **ASQ:SE-2 Questionnaires** (ISBN 978-1-59857-956-7)? | Yes , I own \_\_\_\_  No |
|  | Do you own the **ASQ:SE-2 Quick Start Guide** (ISBN 978-1-59857-959-8)?*Note: the Quick Start Guide is sold in packages of 5.* | Yes , I own \_\_\_\_  No |
|  | Do you own the **ASQ:SE-2 User’s Guide** (ISBN 978-1-59857-958-1)? | Yes , I own \_\_\_\_  No |
|  | Do you own any other ASQ products not mentioned above? | Yes , I own \_\_\_\_ |

***other information (OPtional)***

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| --- | --- | --- |
| **(21)** | If there are any other details you think might be helpful and have not already provided above, include those here. *Examples: I have been in correspondence with Kimberly Murphy at UO. My co-investigators and I were trained on ASQ-3 in March 2014.* |  |