

Before you request a conversion

Tick every box, then send the seven items through the request form. ₹499 a study at the launch price (\$15 outside India); up to 60 questions; ready in 3 to 5 working days after our check.

A. Your Google Form

Form → Settings

- ☐ **Accepts responses without sign-in.** "Restrict to users in your organisation" is off, and "Collect email addresses" is not set to *Verified*.
- ☐ **No file-upload questions.** Google needs a sign-in for these.
- ☐ **"Limit to 1 response" is off.** It also needs a sign-in.
- ☐ **Accepting responses.**
- ☐ **Ends with this required question**, worded exactly as below.

How did you take this survey? ☐ Google Form ☐ Interactive Version (required; multiple choice)

B. What to send us

all seven together

- ☐ **1. The respondent link**
Send → link tab → Copy
- ☐ **2. A PDF of the Form, from edit mode**
⋮ → Print → Save as PDF (so section headings show)
- ☐ **3. A pre-filled link with every question answered**
⋮ → Get pre-filled link → answer all, choose "Interactive Version" last → Get link → Copy link
- ☐ **4. The number of sections**
Each section header says "Section X of Y". Send Y
- ☐ **5. Skip rules**
Any "Go to section based on answer": the question, the answer, and where it goes
- ☐ **6. Answer checks and required questions**
Number ranges, email or text formats
- ☐ **7. About you and the study**
Name, role, institution, contact email; study title, audience, minutes, target responses, closing date; ethics approval number if any

C. What happens next

1. Request

Fill in the request form.

2. Check

We reply within 1 working day.

3. Build

3 to 5 working days.

4. Preview

One TEST response; check your sheet.

5. Live

Listed as Interactive on Researchy.

D. Rules after it goes live

- ☐ **Don't edit the Google Form without telling us first.** A changed question can lose its answers. One round of changes is included.
- ☐ **Your wording is copied exactly.** We don't edit or translate questions.
- ☐ **Answers go only to your own Google Sheet.** Researchy never receives them.