**Information for Intake24 study setup**

If you have not already done so, complete a demonstration recall at <https://app.intake24.org/demo>, so you are familiar with Intake24. Please also read the ‘Intake24 General Information’ and the ‘Quick start to accessing your survey on Intake24’ documents, both available from our [webpage](https://www.mrc-epid.cam.ac.uk/research/measurement-platform/dietary-assessment/intake24/).

|  |  |
| --- | --- |
| 1. **Survey ID (makes up study URL link):**   Essential requirements:   * must be 8-20 characters * can include any combination of numbers (0-9), letters (a-zA-Z) and hyphens (-) * should not include spaces or characters that are not listed above * should be ‘meaningful’ – i.e. specific to your study/institution name | Click or tap here to enter text. |
| 1. **Survey name (the survey name that appears to participants through the recall)**   ‘Essential requirements’ in section 1 apply, except that Survey name can include spaces, but not hyphens (-) | Click or tap here to enter text. |
| 1. **Survey support email:**   (The email addresses that will receive your study participant’s ‘help’ queries) | Click or tap here to enter text. |
| 1. **Anticipated survey start date:** | Click or tap to enter a date. |
| 1. **Anticipated survey end date:** | Click or tap to enter a date. |
| 1. **How many participants do you plan to recruit?** | Click or tap here to enter text. |
| 1. **How many recalls will each participant be expected to complete?** | Click or tap here to enter text. |
| 1. **What is the overall anticipated study recall volume per week?** Please indicate if there might be any major fluctuations in this due to your recruitment or study design. | Click or tap here to enter text. |
| 1. **Would you like your participant to receive dietary feedback?** | Yes |
| No |
| 1. **If yes to the previous question, after how many recall submissions would you like your participants to receive dietary feedback?[[1]](#footnote-1)** If you want them to receive feedback after each recall, enter ‘1’. | Click or tap here to enter text. |
| 1. **What would you like the survey welcome page text to say?**   (Please see below for current welcome page text. We would strongly recommend retaining the instructions to submit by midnight.) | |
| Click or tap here to enter text. | |
| Current welcome page text:  “Welcome to Intake24.  Intake24 is used in research studies to collect information about what people eat and drink.  You will be asked to record all of the food and drink you consumed yesterday (between midnight and midnight). It usually takes around 20 minutes to complete. If you can’t complete it in one sitting, you have up to midnight today to complete it.” | |
| 1. **What would you like the survey final page text to say?**   (Please see below for current final page text) | |
| Click or tap here to enter text. | |
| Current final page text:  “Thank you for completing Intake24.  You can select the ‘Dietary Feedback’ button below to view the dietary feedback based on the information you entered.  Get in touch at [support@intake24.org](mailto:support@intake24.org) if you are interested in finding out more about our work with Intake24.” | |
| 1. **Names and emails of researchers:**   These people will be given access to Intake24 to upload participant usernames and passwords, export survey and feedback URLs and export dietary data for your study.  If you need to make more entries than there is space for, please add these to the ‘Further details’ section. | |
| Name | Email |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| 1. **Further details:**   (please let us know if there is anything else you would like to inform us of relating to your study) | |
| Click or tap here to enter text. | |
| Thank you for completing this form, we will be in touch shortly.  If you have any queries, please contact us on: [support@intake24.org](mailto:support@intake24.org) | |

NOTE: Updates to Intake24 UK food databases (including participant food lists, portion information and food and nutrient composition data) are undertaken according to needs and timelines of the National Diet and Nutrition Survey Rolling Programme (NDNS RP) funded by the Office for Health Improvement and Disparities (OHID). There is an ongoing programme of development and update to the food databases and linked Nutrient Databank Food Composition data. This may include regular, ad hoc and annual updates. Researchers using Intake24 will be notified of major changes.

1. Once feedback is set to a specified number, e.g. provide feedback after completion of recall #2, then feedback will be offered to a study participant after each subsequent recall completion. [↑](#footnote-ref-1)