

Policy/SOP

ACAPS ENDORSED SURVEYS

Overview:

The use of surveys remains an important research method that is supported by ACAPS. The volume of researchers seeking ACAPS endorsement for their survey study has increased dramatically. Survey fatigue is a significant problem. It is also important to align the research that ACAPS endorses and supports, with its mission. This policy serves to help govern how ACAPS will select and support survey based studies.

Research Committee Process:

1. All surveys will be evaluated by the Research Committee.
2. Any conflict will be resolved by the research committee member recusing herself from the evaluation and vote on that her particular application.
3. The Research Committee will select 2 surveys to be endorsed per quarter.
4. ACAPS will send out the survey **twice**, 8 to 12 weeks apart.
5. If a survey does not achieve more than a 10% response, ACAPS will not re-send
6. Deadlines-Acceptance Notifications for applications will be as follows:

QUARTER	APPLICATION DUE	ACCEPTANCE NOTIFICATION
1 st	January 31 st	February 28 th
2 nd	April 30 th	May 31 st
3 rd	July 31 st	August 31 st
4 th	October 31 st	November 30 th

Researcher Requirements:

1. Surveys will be appropriately approved by the home institutional IRB if needed.
2. Surveys will be appropriately designed and any functionality issue will lead to that survey not being selected. Piloting is a requirement and researchers will be required to document how piloting changed and improved their survey in the application.
3. Surveys will not be sent to similar recipients via different pathways
4. A senior author will only be allowed one survey per 12 month cycle.
5. Researchers will be required to report to ACAPS their response rates, and study disposition as to whether the data was published, presented or shelved.

Cost Associated with Survey Submission:

If the ACAPS Research Committee approves the submitted survey the following fees will apply.

1. For ACAPS Members \$350.
2. For Non-ACAPS Members \$600.
3. This fee includes ACAPS building the survey.
4. The fee is non-refundable once the survey has been sent. It is not the responsibility of ACAPS to guarantee responses.