



Outcomes and Evidence-based Practice Committee
American Pediatric Surgical Association
Survey Subcommittee

Your First and Last Name

Today's Date

Survey/Study Title

Thank you for considering the membership of the American Pediatric Surgical Association (APSA) for your research. We are honored to have the opportunity to work with you.

Each year, APSA receives many requests for access to the membership for survey administration. Given the volume of requests, the Board of Governors of APSA has requested our Outcomes and Evidence-Based Practice Committee (OEBPC) to review each submission for scientific merit and methodology prior to distribution. In turn, we have developed guidelines for survey design and instrument development that need to be met and described for our committee prior to distribution. Please see the article describing this process in the Journal of Pediatric Surgery (2011 vol. 46 (10) pp. 2012-2017).

As outcomes researchers committed to improving the evidence base as it pertains to the surgical care of children, we are keenly interested in maintaining the integrity of the research that is derived from surveys of our membership. We have therefore adopted the following policies:

- 1) An APSA member must participate in the design and authorship of any survey to be considered by the APSA OEBPC.
- 2) A complete proposal addressing all of the guidelines must be submitted to the OEBPC and approved.
- 3) Progress reports regarding the status of the survey and information obtained should be submitted every six months until the study has been published or otherwise completed.
- 4) Any abstract and/or article generated from data derived from a survey of the APSA membership must *first* be submitted to and approved by the APSA OEBPC *prior* to submission for presentation or publication.
- 5) We will require notification of the intended journal and/or local/regional/national/international meeting *prior* to submission.
- 6) Authors of surveys sent to APSA Membership must send us an update of response rate and any publications/presentations after 6 months.
- 7) The results of the survey and links to the publications will be posted on the APSA website Survey Subcommittee page.

- 8) An administrative fee of \$500 to be remitted if the survey is accepted for distribution to the membership.

Again, we look forward to the opportunity to work with you and to improve the quality of surgical care delivered to the pediatric patient population. If you have any questions regarding these policies or the survey guidelines, please contact us directly. If you agree to the terms as described above, please sign where indicated and return this form to Marina Petrulla, APSA's Administrative Director.

Sincerely,

Lorraine Kelley-Quon, MD, MSHS MD
Chair, Survey Subcommittee
Outcomes and Evidence-based Practice Committee
American Pediatric Surgical Association

By signing below I am stating that I have read and understand the policies regarding survey administration to the APSA membership and that I agree with the terms.

Principal investigator

Typing the first and last names above will serve as e-signature.

Date

APSA Member (if not PI)

First and last name.

Date