



AAPM Research Distribution Policy

Overview

The American Academy of Pain Medicine acknowledges that providing access to the perspectives of Academy members can, at times, be appropriate. To this end, the Academy offers to its stakeholders—both individuals and organizations— controlled access to the AAPM membership whereby the Academy will offer to send out an electronic survey instrument to its membership.

Process

- All requests related to collecting data from AAPM members (including research surveys) must be submitted in writing to AAPM for review and approval.
- A limited number of projects will be approved for distribution to AAPM members each year.
- The AAPM Research Committee will review all surveys before they are approved for distribution to AAPM members.
- There is a \$500 per survey fee to assist with survey review and dissemination. This fee is valid for AAPM members in good standing. Nonmembers and third party organizations wishing to send surveys to AAPM membership are subject to a \$1,500 fee.
- For surveys to be considered for possible distribution to AAPM members, the following information must be provided:
 - Completed Survey Review Sheet (questions below)
 - A final copy of the actual instrument or link to the online survey must be provided at least 30 days prior to planned distribution along with IRB proposal and approval documentation and a sample of the correspondence that will accompany the survey.
 - Agreement with the following terms:
 - Participation in research surveys will be optional for AAPM members.
 - AAPM will not endorse or approve research projects or findings. No suggestion of endorsement should accompany the survey instrument, related communications or published data.
 - AAPM does not provide email addresses of its members but will email links to electronic survey related to approved research projects.
 - A summary of the data collected (aggregated) should be published or available to survey respondents and/or AAPM members within twelve months of completion. Findings and published articles should be provided to AAPM within twelve months of completion.
 - Researchers are also strongly encouraged to submit their during the AAPM Annual Meeting call for scientific poster abstracts.



Survey Review Sheet

1. What is the goal of your survey? (Describe in no more than 3 sentences.)
2. If an IRB is involved in the survey, indicate the IRB approval date and include a copy of the IRB approval face sheet.
3. Have you identified any conflicts of interest in regards to this project? If yes, please describe.
4. If you are a junior faculty member, include the name of the senior faculty member who is sponsoring this survey.
5. What is the duration of time needed to complete this survey?
6. What is the population you want to survey? Is the survey being administered to other groups outside of AAPM?
7. List any funding sources for this project (include both internal and external).
8. Provide a timeline for the project. (How long do you plan to collect data; when are you hoping to have the results collected and ready for dissemination; etc.)

Information Required for Approved Surveys

1. Name of survey
2. Your name and email address
3. Date your survey opens
4. Date your survey closes
5. Maximum number of responses desired
6. Type of audience you're seeking, i.e. physicians, nurses, social workers, medical specialty, work setting, geographic location, etc.
7. AAPM will determine the best method of delivery, based on our experience and communications calendar. Please indicate below if you are open to these methods:
 - a. Email to members
 - i. Initial email
 - ii. Reminder email
8. Post on member discussion platform (AAPM Connect)
9. Tweet from AAPM
10. Any other information that will be helpful for us to know in disseminating your survey.