



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. An application and the policy of AAPM will be sent to survey requestors.
- AAPM will approve distribution of no more than six (6) surveys a year to its members.
- The AAPM Research Committee will review all surveys before they are approved for distribution to AAPM members.
- There is a \$750 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 \$2000 fee.
- For surveys to be considered for possible distribution to AAPM members, the following information must be provided:
 - Completed Survey Application and Review Sheet (see below)
 - A final copy of the actual instrument or link to the online survey must be provided on application. least 30 days prior to planned distribution along with IRB proposal and/or quality improvement approval documentation (if needed) 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 to surveyors, but will email links to electronic survey related to approved research projects.
 - Upon request, one or more reminder emails will be sent at the discretion of staff and/or the AAPM Research Committee.
 - 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 survey findings during the AAPM Annual Meeting call for scientific poster abstracts.

Application/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 (*Note: This date should be a minimum of 30 days after the date material is approved by AAPM.*)
5. Type of audience you're seeking (i.e. physicians, nurses, social workers, medical specialty, work setting, geographic location, etc.)
6. 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 upon request
 - b. Tweet from AAPM
 - c. Website posting
7. Any other information that will be helpful for us to know in disseminating your survey.
Note: A final copy of the actual instrument or link to the online survey must be provided with the application.

Survey Review Sheet

Allow 30 days from the time all survey information is approved by AAPM and the time the survey is distributed.

1. What is the goal of your survey? (Summarize in no more than 3 sentences.)
2. What is the duration of time needed to complete this survey?
3. 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.)
4. If an IRB is involved in the survey, indicate the IRB approval date and include a copy of the IRB approval face sheet.
5. Have you identified any conflicts of interest related to this project? If yes, describe.
6. If you are a junior faculty member, include the name of the senior faculty member who is sponsoring this survey.
7. List any funding sources for this project (include both internal and external).