

SSO Research Committee
Membership Survey Review Policy and Process
Revised and Approved in January 2018

The Research Committee will utilize following policy and process for survey proposals of membership. The purpose is to identify high impact surveys that are relevant to the field and the membership and administer them efficiently. The activities around this process will be cost neutral or provide some income to the SSO a portion of which might be designated for research support.

A subcommittee will be formed comprised of the chair, vice-chair, and 3 committee members to review submissions semi-annually. The deadlines for submission will be June 30th and December 30th. Recommendations for approval will be made to the Research Committee and then the Executive Council for action. The Research Committee will review proposals for scientific validity, regulatory compliance, content (no personal or private questions), and statistical considerations if appropriate.

No more than two membership surveys per year will be approved. A web-based application portal will be created that will require an abstract or precis of no more than 500 words, hypothesis, specific aim(s), institutional approval (IRB), and the survey questions.

The surveys should be placed by the researcher on a web-based survey platform (i.e. Survey Monkey) by the researcher and then transferred to the SSO staff to send the survey to members of SSO. Final results of the emailing will be provided to the sponsor. Only 2 queries per survey should be sent to SSO membership and the following conditions should be met:

- a. <30 min to complete
- b. English grammar
- c. Clarity of language
- d. No inflammatory/personal questions
- e. Confidentiality/Anonymity
- f. No sharing of member contact information with investigator or industry
- g. SSO Members will have the opportunity to opt-out of the survey

If multiple proposals are received during a single submission cycle, prioritization will be made by the Research Committee with highest priority generally be given to membership and then allied professionals. No industry sponsored submissions will be accepted until approved by the Executive Committee and not until the second year of the pilot phase of this process. The charge for submissions must be sufficient to cover administrative costs at a minimum. Presuming that proposals will likely be supported by grant or organizational support, the following fee schedule is recommended:

- a. Industry Sponsored: \$15,000 (not accepted until second year of the pilot phase, 2019).
- b. Members charged \$1500.00 and Nonmember Professionals \$3,500.00 per survey.