

SPR Member Survey Distribution Policy

The Society for Pediatric Research (SPR) has developed the following policy to guide the frequency and distribution of member surveys intended to gather data from the entire membership or sub-component of it. This policy is applicable to surveys that originate within SPR or from groups external to SPR. The purpose of this policy is to ensure the quantity, quality and purpose of any Member survey is aligned with the SPR mission, strategy, and programs, is sensitive to demands on Member time and minimizes the risk of “survey fatigue.” This policy may be updated, as needed, by vote of SPR Executive Council (SPR EC).

Frequency: Up to two surveys per calendar year. SPR Executive Council may, at its discretion, allow for additional surveys to address SPR strategic priorities.

Priority: Priority for review will be for surveys proposed by:

1. SPR Executive Council
2. SPR committee, task force or workgroup projects
3. Research initiated by other professional societies or investigators with whom SPR is already or is willing to undertake a collaborative project

Approval: All survey requests will be reviewed and approved by SPR EC. SPR EC may designate a member of the SPR EC or Council or an SPR Member to serve as lead reviewer. SPR EC will review the final survey prior to distribution and may request edits prior to distribution. At the discretion of SPR EC a fee may be applied.

Requests: Every effort will be made to respond to each request within 1 month. Survey requests should be sent to info@societyforpediatricresearch.org and should include:

- 3-4 sentence description of how the survey will advance the Society mission, strategy, and relevant program(s)
- Plan and timeline for the proposed survey distribution, communications, and use of results
- Draft communication to members describing survey purpose, intended use of results and estimated time to complete the survey. Note: 10 minutes is the suggested maximum.
- Online access to the proposed survey and a file with the survey questions
- Plan for how confidentiality of individual Society member responses will be protected
- Documentation regarding IRB approval or waiver (if applicable)

Distribution:

- Only via the Society Office directly to the members.
- Surveys approved by the Society will be deemed Official Society Sponsored Surveys and will utilize the Society logo.
- For surveys originating outside the Society, a survey link must be provided prior to distribution.
- The Society may modify survey communications or distribution dates as needed to align with its communication practices and operational needs.

Results:

- Survey results will be made available to the Executive Council, who will have the option to share them with the membership.
- Any presentations or publications resulting from the survey must acknowledge the Society using text provided by the Society office.