



# Research Survey Information

## **APOS Members have the opportunity of sending outside materials and/or surveys to other APOS Members**

- The APOS Research Committee must review and approve all survey and research materials.
- The APOS Research Committee will approve up to six high quality, bias-free studies per year for the APOS membership's participation (no more than one every two months).
- Organizations and/or individuals wishing to conduct research using APOS membership must submit all research survey requests, using the APOS Survey Review Form (see below), to the APOS Director of Research. When possible, it is strongly encouraged that the study PI provide the intended survey to be distributed for review to the Research Committee so that input may be provided and incorporated prior to institutional IRB approval following Institutional Review Board (IRB) approval.
- The APOS Research Committee will review the request to ensure that the survey is
  - 1) relevant to the field of psychosocial oncology and the mission of APOS,
  - 2) free from commercial or other bias, and
  - 3) sufficiently simple and brief to be completed in approximately 15 minutes.

## **For all survey requests, APOS requires the following:**

- Completed APOS Survey Review: <https://www.surveymonkey.com/r/APOSResearchSurvey>
- The principal investigator (PI) or senior faculty sponsor of the study must be a current APOS member.
- At least 30 days prior to distribution, the PI must provide the: 1) final copy of the instrument or link to the online survey, 2) IRB proposal and approval documentation if already submitted to IRB, and 3) any correspondence that will accompany the survey.
- Participation in research surveys must be optional and anonymous for APOS members. APOS does not provide email addresses of its members but will email links to online surveys for approved research projects through the membership listserv.
  - APOS does not endorse or approve research projects or findings. No endorsement should accompany the survey instrument, published data or any related communications.

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- A summary of the collected data should be published or available to APOS members within 12 months of study completion. Researchers are also strongly encouraged to submit their research findings as a presentation for review at the APOS Annual Conference.
- Survey findings and published articles should be provided to the APOS Director of Research within 12 months of study completion.

**The following disclaimer shall be used:**

To request a survey review, complete the APOS Survey Review, and advise the Executive Office of completion via email at [info@apos-society.org](mailto:info@apos-society.org). The APOS Research Committee will evaluate the request based on APOS policies and priorities, providing notification of their decision within 30 days.