

## **ACEPS Survey Request**

Distribution of research surveys/questionnaires to health care professionals is an effective method to explore practice patterns, knowledge, etc. In order to distribute a survey to the ACEPS membership, Program Directors, or Coordinators the survey must first be vetted by the ACEPS Research Committee.

Please provide the following information, please note once your survey request is submitted it is considered final. Emailed documents for replacement **will not** be accepted.

*\*To assist the ACEPS Staff we ask that you send ONE pdf with all the required documents together.  
We appreciate your cooperation in this request.*

**First Name:**

**Last Name:**

**Email:**

**Survey Title:**

Please upload a brief (1-2 paragraph) letter with the details of your proposal. These should include the following :

- i. Overarching purpose and specific aims of the research study
- ii. How was your survey developed and if/how it was tested for validity and reliability
- iii. What is the anticipated length of time that it will take to complete the survey
- iv. Data management and analysis plan
- v. IRB protocol number and its approval status (e.g., not yet submitted, pending, approved) *If your survey does not require IRB approval, please explain why.*
- vi. Data confidentiality statement
- vii. Outline where you expect to present and publish the findings, and how this data could be used for future work

**Upload Letter :**

**Upload a copy of your survey :**

*Do not upload a single page with a link*

The documents will be distributed to the members of the ACEPS Research Committee for vetting on a quarterly basis. A response to the investigator will be sent by the Chair of the Research Committee following the quarterly review. Questions about this process should be sent by email to the ACEPS Office [admin@aceplasticsurgeons.org](mailto:admin@aceplasticsurgeons.org).

[ ] Please note, if your survey is approved there is a \$300.00 fee (\$600.00 fee for Non-Members of ACEPS) for distributing a survey through ACEPS. Please check here to confirm acknowledgement.