

# SSR Policy

## *Membership Surveys*

### Purpose:

This policy regulates the scope and administration of Society membership surveys.

### Policy:

A member may request a survey to be distributed to the SSR Membership by submission of a completed survey request application along with the payment of \$250, which will be contributed to the SSR RED Fund. Surveys that are designated by Executive Committee approval, as “SSR Initiated” do not require this fee payment.

If your survey is approved, your survey will be allowed to be distributed twice to the membership. Any additional distributions will require approval from the Executive Committee along with an additional fee.

Society members may request surveys for scientific and administrative projects in keeping with the objectives and purposes of the Society as specified in the organizational by-laws.

E-mail on-line survey organization URLs will be distributed to the SSR membership at no cost; however, any costs associated with the administration of a survey will be the responsibility of the member. E-mail questionnaire surveys or surveys with e-mail attachments will also be distributed at no cost. E-mail attachments should be as small as possible, generally less than 5 MB. Mail surveys will be distributed in accordance with the SSR Mailing Label Policy.

The Society Secretary will regulate the number, frequency and length of surveys and reserves the right to refuse distribution of surveys that do not meet the objectives and purposes of the Society. To facilitate the approval process and avoid unnecessary duplication of efforts, member-initiated surveys will be vetted by an appropriate SSR committee prior to submission to the Society Secretary for review; for example, a survey about resident education should be sent to the Residency and Fellowship Education Committee. The member may contact the Society Secretary for direction to the most appropriate committee for survey review.

Surveys requested by non-society members or commercial entities will be considered on an individual basis by the Executive Committee and will be individually charged.

All surveys (member-driven or SSR Initiated) should be submitted directly to the office of the Executive Director. The Executive Director will submit the survey request to the Research Committee Chair along with a copy to the Executive Committee. The Research Committee will make a recommendation to the Executive Committee for approval along with any recommended changes. Final approval from the Executive Committee is required prior to the distribution of the survey link.

Process timeline: The initial response to the author will be no more than 45 days.

*Last Reviewed and Revised: July 13, 2020*