

## Surveys Distributed Not at ASM

Approved – 10/2026

Surveys submitted for distribution to SGS Members will be reviewed by the SGS Research Committee. A maximum of three (3) surveys per year may be approved by the SGS Research Committee to be distributed to the membership outside of the Annual Scientific Meeting.

Surveys emanating from FPRN® projects will be reviewed for input and approved by the applicable FPRN® subgroup's Advisory Board. Based on the intended audience and breadth of the survey, the Advisory Board may also advise whether the FPRN® project survey should count toward the annual limit of three non-Annual Meeting surveys distributed to SGS membership. The Advisory Board may refer the survey to the SGS Research Committee for additional review and approval, as appropriate.

### Who Can Submit Surveys for SGS Distribution:

- Any member or non-member can submit a survey.
- If a non-member or Associate Member submits a survey for consideration, it must be mentored/sponsored by an SGS Active Member in good standing.

### How to Submit Surveys:

- Survey applications should be sent to the Executive Director by the survey applicant.
- The Executive Director will verify membership status or status of sponsor and submit to the Research Committee Chair.
- Surveys submitted are preferred to be in compliance with and consideration of the CHERRIES checklist for electronic surveys. Information can be found at [www.ncbi.nlm.nih.gov/pmc/articles/PMC1550605/](http://www.ncbi.nlm.nih.gov/pmc/articles/PMC1550605/).

### Approval Procedure:

- The Research Committee is responsible for approving format and content of the surveys.
  - If a decision on the survey is quite clear by consensus of the SGS Research Committee, the SGS Research Chair will communicate the decision back to the SGS staff person triaging the survey.
  - If a decision on the survey is not clear by consensus, the SGS Research Committee Chair may either (a) make the final decision based on the available input from the SGS Research Committee members or (b) call for an official vote from the Research Committee members.
  - The SGS Research Committee Chair may set deadlines within which the SGS Research Committee members must give input or vote, as appropriate.
  - If necessary, the Research Committee Chair can forward to the Board of Directors for review.
- The Research Committee shall review the survey with the CHERRIES checklist in mind to rigorously assess the potential scientific quality of the survey [www.ncbi.nlm.nih.gov/pmc/articles/PMC1550605/](http://www.ncbi.nlm.nih.gov/pmc/articles/PMC1550605/).
- If approved, the submitter needs to attest to IRB approval (or exemption) from his/her local institution (or other IRB) before survey distribution.

### Survey Distribution Procedure:

- Distribution would be by SGS with link to the submitter's survey (i.e. Survey Monkey, REDCap, or other).
- Each survey would be distributed a maximum of two times by SGS.