



Document ID R-22	<b>Title:</b> Policy on Distribution of Research Surveys	<b>Print Date:</b> 11/29/22
Version 1.0	<b>Prepared by:</b> D. Scott Davis (President)	<b>Date Approved:</b> 11/22/22
	<b>Approved by:</b> APTA-WV Executive Committee	<b>Effective Date:</b> 11/29/22

**Policy Title:** Policy on the distribution of research surveys

**Purpose:** To allow researchers to distribute IRB-approved survey research questionnaires to APTA-West Virginia members while protecting the privacy of APTA-WV members, ensuring research integrity/protection of human subjects, and providing equal opportunity for all researchers.

**Policy/Procedure:** All requests for the distribution of survey research to APTA-WV members will be sent to the Executive Director or their designee and the Public Relations Committee chairperson. The Principal Investigator (PI) must submit the following information. 1) Principal investigator’s name, affiliation, and a list of all co-investigators, 2) Proof that the investigation (survey) has been approved or determined to be “exempt” by a recognized Institutional Review Board (IRB), 3) URL link to the survey that includes a self-contained research cover letter, 4) Payment of a nominal administrative fee of \$50.00 per survey request. Upon verification of the preceding four (4) items, the Executive Director/designee and/or the Public Relations Committee chairperson will distribute the survey to APTA-WV members via Constant Contact. A two-week reminder will be sent to all APTA-WV members.

**Disclaimer:** APTA-WV will never sell or provide researchers or any third party with member contact information.