



Purpose and General Information

ACVIM frequently receives requests to survey ACVIM Diplomates and members. The ACVIM Diplomate and membership information is the property of the ACVIM. Surveys to Diplomates and/or members may be disseminated electronically via ACVIM360 communities or in print. The ACVIM wants to support research that furthers the ACVIM mission related to ***being the trusted leader in veterinary education, discovery, and medical excellence***. This policy exists to describe the criteria for approving access to ACVIM Diplomates and members for the purposes of research that aligns with the ACVIM mission.

The ACVIM does not provide email addresses to outside parties. Electronic dissemination will be administered via the appropriate ACVIM360 community by ACVIM staff with the required ACVIM360 community privileges. Mailing labels may be rented through a contracted third-party vendor for print dissemination. All surveys must comply with the criteria below, regardless of dissemination method.

Research Design

The research design must have been vetted by a methodologist or approved by a qualified Institutional Review Board (IRB). A letter documenting either of these actions must be submitted with the survey request.

The request must specify the sample targeted for the survey. Justification for inclusion or exclusion of specific demographic groups and/or sexes must be provided for all surveys.

Survey Instrument

The survey must either be a published instrument, or if newly or custom designed, be clear and presented in a quality research framework. If the survey is a published work, evidence of permission to use must accompany the request.

The request must include the survey timeline, as well as the anticipated time required for participants to complete.

The survey must not be used for commercial purposes, in which the survey sponsor will be directly or indirectly monetizing the results. This applies whether the sponsor is a for-profit or not-for-profit organization.

The request must specify the outcomes of the survey data and whether it will be published, and/or shared, including identification of all anticipated works (e.g., journal articles, theses, book chapters, other publications, presentations) that will result from the survey.



If survey data outcomes will be shared, the requesting party must include specific procedures for protecting the confidentiality of the respondents.

The requesting party should specify the means by which the survey will be conducted, (i.e., survey monkey, email, another online platform, etc.).

The ACVIM reserves the ability to insert questions into the survey if the survey analyzes or promotes ACVIM materials.

Results

The ACVIM encourages the sharing of research data. The sharing of data enables others to use the results and supports the creation of new work built on previous findings, improving the efficiencies of the research process and supporting the critical goals of transparency and reproducibility. The ACVIM reserves the option to utilize the results for development of member resources or in a publication, website, etc. Should the ACVIM choose to do so, the ACVIM will consult with the survey research team prior to publication to determine the timeline for data use and/or publication.

The results of the survey will be provided to the ACVIM ERC Staff Liaison prior to publication and/or distribution.

The ACVIM will maintain first right of refusal for publication of the results of the survey/article and/or research which is exclusive to the ACVIM members.

Process

Requests to access ACVIM Diplomates and members must include evidence of compliance with the stated criteria, as well as the following information:

Name and curriculum vitae of the principal investigator

Name of institution/organization/agency where research will be conducted.

Name(s) of any sources of funding for the research.

Cover letter from principal investigator outlining the purpose of the survey

All requests will be reviewed by the Education and Research Committee (ERC).

If approved for electronic distribution via ACVIM360, the following language will accompany the posting:

1. Survey material is not endorsed by the ACVIM
2. Member participation is voluntary