



ACVIM SURVEY DISSEMINATION POLICY & STANDARD OPERATING PROCEDURE

I. GENERAL REQUIREMENTS FOR REQUESTS TO SURVEY ACVIM MEMBERS

The American College of Veterinary Internal Medicine (ACVIM) frequently receives requests to survey ACVIM members. All survey dissemination requests, whether originating from College affiliates/membership or from non-College affiliates, must meet the following criteria to be considered for dissemination:

1. The survey must either be a published work, or if newly or custom designed, be clear and presented in a quality research framework including correct spelling and grammar, and be well-ordered and clearly understandable.
2. The request must specify the definition of members targeted for the survey.
3. The survey content must align with the ACVIM mission and/or strategic objectives, (see enclosure).
4. The content of the survey must have been vetted by a methodologist, or Institutional Review Board (IRB) and a letter of approval from the IRB must be submitted with the survey request.
5. 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.
6. The request must include the survey timeline, as well as the anticipated time required for participants to complete.
7. 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.
8. If survey data outcomes will be shared, the requesting party must include specific procedures for protecting the confidentiality of the respondents.
9. The requesting party should specify the means, by which the survey will be conducted, (i.e. survey monkey, email, other online platform, etc.).

II. SURVEY REQUESTS FROM COLLEGE AFFILIATES AND MEMBERS:

Requests for survey dissemination from college members, staff, Board, ACVIM Committees, or college affiliates, (a complete list of affiliates is available on our website or by clicking [here](#)), must meet all criteria:

1. The survey must meet all of the "General Requirements" as listed above.
2. The appropriate Staff Liaison will determine whether data already exists that meets the requested needs, or whether similar/ongoing efforts are underway prior to distribution of a new survey request.



3. The survey request will be vetted by the appropriate Staff Liaison, who will review and discuss the survey with necessary Director(s) and/or ACVIM CEO to determine the importance, timing and impact of distributing the survey to a particular group or membership.
4. Survey requestor must be flexible with regard to execution of the survey and willing to work in coordination with the internal ACVIM's Master Communication schedule.
5. Survey launch dates must be approved by the appropriate Director or CEO in order to avoid conflicting timelines and prevent diminished response rates.
6. Surveys that address ACVIM operating issues will remain within the purview of the ACVIM CEO and Board of Regents.

III. SURVEY REQUESTS FROM NON-COLLEGE AFFILIATES:

ACVIM membership information is the property of the ACVIM. Please note that the ACVIM does not provide email addresses to outside parties. Only electronic dissemination requests, utilizing ACVIM 360 communities will be considered.

All requests for survey dissemination from non-college affiliates must meet the following criteria:

1. The survey must meet all "General Requirements" as listed above.
2. All requests will be directed to the ACVIM Professional Liaison: professionalliaison@acvim.org. He/she must review each request on a case-by-case basis to determine if the request will be granted.
3. Those seeking access to ACVIM members for the purpose of a survey are required to submit the following information:
 - a. Name and curriculum vitae of the principal survey investigator
 - b. Name of institution/organization/agency where research will be conducted
 - c. Name of principal funder of research project
 - d. Research Proposal Outline, as specified in the "General Requirements" listed
4. Should the Professional Liaison deem all requirements have been met, he/she will pass the survey request onto the current ACVIM Board Chair and President for review/approval of dissemination.
5. If the current Board Chair and President have no further objections, recommendations, or revisions, the survey would be approved for distribution on the specified ACVIM 360 Diplomate community by the appropriate Staff Liaison.
6. Survey requestor must be flexible with regard to execution of the survey and willing to work in coordination with the ACVIM. Survey launch dates must be approved by the ACVIM in order to avoid conflicting timelines with ACVIM surveys and prevent diminished response rates for both parties.
7. When the survey is posted by the ACVIM, specific language will state that
 - a. survey material is not endorsed by the ACVIM and



- b. that member participation is voluntary
- c. the survey requester will be required to provide a cover letter outlining the purpose of the survey

IV. REQUIREMENTS FOR SURVEY RESULTS:

1. **Results:** The results of the survey will be provided to the ACVIM Professional Liaison prior to publication and/or distribution:
 - a. 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.
 - b. The ACVIM encourages the sharing of research data. The sharing of data enables others to reuse experimental 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.
2. **ACVIM Member Involvement:** ACVIM will not guarantee, or require member participation in any survey. Lack of the ACVIM membership participation will not preclude a survey from being approved, however membership will add to the value of partnering with an outside survey requestor.
3. **ACVIM Participation within the Survey:** The ACVIM reserves the ability to insert questions into the survey if the survey analyzes or promotes ACVIM materials

V. AGREEMENT

To ensure you are properly informed of your privacy rights, we ask you review and acknowledge the Privacy Policy and Terms of Use linked below.

- [Privacy Policy Document](#)
- [Terms of Use Document](#)

If the requester agrees to the terms and conditions of utilizing ACVIM member information for the purpose of the survey, please sign and date in the space provided below.



REQUESTER

ACVIM

Yes, I have read and now acknowledge the linked Privacy Policy and Terms of Use.

Name (Print): _____

Professional Liaison Approval: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

ACVIM MISSION & STRATEGIC OBJECTIVES

OUR MISSION

The mission of the American College of Veterinary Internal Medicine (ACVIM) is to enhance animal and human health by advancing veterinary internal medicine through training, education, and discovery.

ACVIM STRATEGIC OBJECTIVES

1. Member Engagement & Branding / Marketing
2. Improve Residency Training and the Certification Process
3. Improve College Governance and Leadership
4. Improve Research Facilitation
5. Increase the Number of People who Derive Benefit from ACVIM Expertise and Knowledge

** This policy will be subject to annual review.*