DOCS Survey Vetting and Approval Policy

1. Goals
    a. Encourage high quality scholarship
    b. Encourage collaboration within DOCS and with related individuals and groups
    c. Ensure research is consistent with the goals of DOCS
    d. Maximize timeliness and value of surveys
    e. Optimize chances of high quality data accruing from survey
    f. Prevent over-surveying of DOCS members
    g. Avoid irritating DOCs members with surveys that are inappropriate/irritating or may make members less likely to respond favorably to future surveys.

2. Process
    a. Any group wanting to survey DOCS membership <u>must have a DOCS member as PI and/or co-PI</u>
    b. The group sends request to President of DOCS, describing specific survey goals
    c. President discusses survey with Executive Council (EC) on monthly meeting
    d. If general aim of survey is consistent with above goals & voted favorably by EC
        i. <u>Survey review team (SRT)</u> is activated to work with requesting survey group
            1. *SRT =Past-President + President-Elect + Chair of Research Committee*
    e. SRT works with individuals proposing the survey to help ensure
        i. Appropriate scope of survey questions
        ii. Appropriate number of survey questions
        iii. Clarity of all survey questions
        iv. Optimal timing of survey (e.g., whether to time survey with any other DOCS survey)
        v. Whether statistical help needed & how much $ support will be asked of DOCS
    f. SRT & researchers come to agreement on 2.e.i-v
    g. SRT requests survey be put on agenda of upcoming DOCS EC meeting
    h. EC votes to
        i. approve/disapprove/ or amend survey
        ii. approve content & timing as presented
        iii. set specific dollar limit for statistical funding from DOCS, (if applicable)
    i. PI, co-PI work with <u>*SRT*</u> and *Chair of Membership Committees*
        i. <u>Craft cover letter explaining survey, approval by EC</u>, & requesting broad participation
        ii. Ensure Institutional Reps (IRs) are correct
    j. Survey is sent to DOCS membership with above cover letter
    k. <u>DOCS acknowledged</u> in any presentations or publications