

A. Request for Survey of the Membership with Research Intent

1. **PURPOSE:** Multiple requests are received each year of surveys requested of the membership
 - i. The Chairman of the Research Operations will evaluate the requests for validity and redundancy. If appropriate, the request will be evaluated by the research committee and if approved, final approval will be by the NCRN Chair.

B. Procedures for Conducting NCS-Approved Surveys

1. POLICY

- i. The co-chairs of the Research Operations Subcommittee (ROSC) will select members of the ROSC to review and evaluate survey requests for clarity, brevity and feasibility. After completing their review, these individuals will provide constructive feedback within 10 business days with the final decision to the investigator. NCS Staff will forward incoming surveys on the first Monday of the month to the appointed ROSC members for review, release the surveys if approved by the ROSC, and collect quality improvement information at the end of the survey.

2. PURPOSE

- i. Multiple requests are received each year of surveys requested of the membership

3. PROCEDURES

- i. Submission Process
 1. All surveys should be developed based on the requirements set forth by the NCS; and using established criteria for survey development in research. Members are referred to the following reference for survey development, and will be evaluated using these criteria and those delineated in the review and evaluation section of this document.
 - a. Burns KEA, Duffett M, Kho ME, et al. A guide for the design and conduct of self-administered surveys of clinicians. CMAJ 2008;179(3):245-52 (DOI:10.1503/cmaj.080372)
 2. The following survey information must be submitted by the investigator:
 - a. Investigator contact information: name, e-mail, title, institution, phone number
 - b. Include a study proposal that includes background/significance (include citation of relevant literature and the gap the survey will address), aims, methods (including target audience, methods for item development and selection), analysis plan, and implications (include impact and importance of the survey for professional practice and/or policy in relation to the current body of literature or state of practice).

- c. Provide IRB approval date and upload approval letter from the investigator's institution
 - d. Specify target audience (all members, or restricted to MD, AP, RN, pharmacists, US only or international)
 - e. Provide word document or pdf file of the survey questions, in addition to a link to the online survey
 - f. Specify average duration of survey (minutes)
 - g. List other route of survey dissemination in the past and in the future
 - h. Specify any conflict of interest
 - i. List source of funding, if applicable
 - j. It is recommended for the investigators to offer an incentive to participants to encourage participation. Therefore, the following clause will be available to be seen on the survey online submission form, "Based on our experience, it is highly recommended for investigators to put forward incentive. This should be done as a lottery where participants will have the opportunity to voluntarily provide their contact information."
 - k. List any collection of protected health information or other identifiers
3. Investigators should pay the following fees to the NCS office for their surveys:
 - a. NCS Members Free
 - b. Non- NCS members, Non- Industry \$500
 - c. Industry \$2500
 4. All surveys will be closed 2 months after its initial dissemination date
 5. Investigators will submit surveys to the NCS ROSC coordinator (via info@neurocriticalcare.org).
 - a. Submit questions/comments to info@neurocriticalcare.org
 6. Submission deadline is on 1st day of every month
- ii. Review and Approval Process
7. NCS ROSC coordinator will forward, on the first Monday of the month, incoming surveys to the appointed ROSC members for review.
 - a. NCS ROSC co-chairs will select ROSC members to review and evaluate surveys.
 8. Minimum of 2 clinical reviewers will be required from the survey taskforce per survey
 - a. Reviewers' comments will be reviewed and discussed prior to making the final recommendation (accepts, revise, or reject) with NCS ROSC coordinator's assistance.
 9. A standardized form will be used by the reviewers to evaluate surveys on the above criteria, as well as their scientific validity, novelty, impact, and interest to the NCS
 - a. The review criteria will be based on the following:

- i. Is the problem clearly stated, with pertinent literature cited and relevance of the research question or objective explained?
 - ii. Is the target population defined (single or multi-discipline)?
 - iii. Is the sample representative of the population?
 - iv. Was the questionnaire designed, developed, and pretested, as per Equator Guidelines, to avoid minimal bias and optimal response rates?
 - v. Are questionnaires and survey items administered in a manner that limits both response and nonresponse bias?
10. Timeframe for reviewing a survey: 7-business days
11. A final recommendation (accepts, revise, or reject) with comments/questions will be provided via E-mail to the investigator by the reviewers.
12. An expedited review process may be requested by the investigator and approved by the reviewers if deemed appropriate. The review timeline will be a total of 10 business days, and the survey may be released to NCS members earlier than the scheduled time.
- iii. Distribution Process
 1. NCS survey notification via E-mail distribution monthly (stand-alone email)
 2. Monthly E-mail of approved surveys with a reminder in one month; surveys will be taken off the mailing list/NCS website after two months
 3. Social Media distribution
 4. Investigators are encouraged to disseminate the survey link on the NCS webpage themselves as well.
- iv. Post-Distribution Data Collection
 1. Investigators must provide a brief progress report and a final report after the closing date and one year after the closing date, respectively, to the ROOSC NCS staff liaison. Progress report should include:
 - a. Number of respondents upon closing of the survey
 - b. Final report on the impact of the survey 1 year later (e.g., grant, publication, presentation, and/or process improvement)
 2. List of surveys, status, and contact information will be published on the NCS website