

## **Guidelines for Approval of Research/Surveys Conducted at ACNM Functions**

**A.** Requests to conduct surveys at the annual meeting must be sent to the ACNM National Office Staff Researcher either by postal service to the national office or by email to the ACNM Staff Researcher. Requests should be sent at least 6 weeks before the first day of the annual meeting. Requests must include the following materials:

1. A cover letter describing:
  - a. Purpose of the research
  - b. The research question(s) or hypothesis(es)
  - c. Rationale for using ACNM members as research subjects
2. A copy of the Institutional Review Board's approval to carry out the research
3. Curriculum Vita of the researcher
4. All materials that will be distributed to the ACNM member participants, including a cover letter or statement on the survey that addresses:
  - a. Purpose of the research
  - b. A disclaimer statement, which includes:
    - i. Assurance of participants' anonymity and/or confidentiality
    - ii. Assurance of the right to not participate
    - iii. Potential risks and benefits to participants
    - iv. Time required of participants
  - c. An indication that the use of the ACNM mailing list was approved

**B.** Student proposals must also attach a letter from the faculty advisor, stating that s/he has reviewed the proposal and assumes supervisory responsibility for the proposed research.

**C.** The ACNM Senior Staff Researcher and/or the Chair of the DOR's ad hoc Survey Committee will review each proposal to ensure that the materials are complete and in order.

**D.** Surveys meeting the above completed requirements will be approved in the order received, up to a maximum of 5, which can be distributed at the ACNM annual meeting.

Source: Board of Directors

Approved by ACNM BOD 3-04

Revised 4-02, 9-02, 3-04, 6-09

**CRITERIA CHECKLIST FOR THE REVIEW OF REQUESTS FOR USE OF THE  
ACNM MEMBERSHIP MAILING LIST FOR RESEARCH PURPOSES**

Title of Proposal: \_\_\_\_\_

Reviewer: \_\_\_\_\_

(Circle one)

All of the requested materials have been submitted. (If NO, do not continue.) YES NO

The ACNM membership is an appropriate subject/respondents group for the proposed research. YES NO

The materials contain adequate evidence of the appropriate measures to protect the privacy of CNMs and SNMs who respond and the confidentiality of those responses. YES NO

The timing of the solicitation of ACNM member participation is not in conflict with other known mailings to the membership, whether those mailings are internal or external to ACNM. YES NO

For student applicants, there is evidence that the researcher or an advisor or a consultant is qualified to handle the interpretation of midwifery responses. YES NO

Reviewer has attached additional comments. YES NO

**FINAL DECISION REGARDING RELEASE OF THE ACNM MAILING LIST TO THE  
APPLICANT FOR RESEARCH PROPOSES:**

(circle your review decision) (comments)

Approval

Disapproval

Disapproval with recommendations for revision and resubmission