

Guidelines for Approval to Solicit ACNM Members for Research Purposes

This document provides guidelines for implementing “*Policy for Solicitation of ACNM Members for Research Purposes.*”

A. Requests to access ACNM members using ACNM’s mailing list (which includes US postal service addresses or email addresses) or to conduct surveys at the annual meeting must be sent to the ACNM Office of Communications and Marketing. Email is the preferred method of contact for these requests. Please note that ethical approval by a recognized institutional review board (IRB) is required before ACNM approval can be given; therefore if the IRB form is not able to be electronically signed, it must be either faxed or mailed to the ACNM national office. Copies of all requests and the outcome of the review are kept on file in the ACNM national office. There is a charge for use of the ACNM mailing list. Contact information for ACNM Office of Communications and Marketing <

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B. Requests for ACNM membership mailing list will be processed within 3 to 4 weeks of receipt of all materials.

Note: Requests to survey members at the Annual Meeting MUST be received at least 6 weeks before the first day of the Annual Meeting. All requests must include the following materials:

1. A cover letter describing:
 1. Purpose of the research
 2. Rationale for the use of CNMs/CMs as research participants; all surveys must include both CNMs and CMs unless an explanation is provided stating the reason the researcher wishes to survey only one of the two types of midwives
 3. Proposed time frame for contacting the CNM/CM participants
2. Copy of approval of the research by the appropriate Institutional Review Board
3. Curriculum Vitae (CV) of the researcher; if the researcher is a student, a CV of the student’s faculty advisor must be included
4. All materials that will be given to CNM/CM participants, including
 1. research instruments
 2. cover letter, consent form and/or information sheet for participants that addresses:
 - a. The purpose of the research

- b. Assurance of participant anonymity
 - c. Assurance of the right to non-participation
 - d. Potential risks and benefits to participants
 - e. Time required of participants
5. Student proposals must have a letter from the faculty advisor, stating that he or she has reviewed the proposal and assumes faculty responsibility for the proposed research activities.

C: ACNM's Membership Marketing Coordinator will forward all materials to the Survey Section of the DOR, whose members will review each proposal to ensure that the materials are complete and in order.

Once the request is approved, the researcher will receive a formal letter (which is usually sent by email to the researcher) that indicates the survey was reviewed and approved by ACNM. Directions about how to access the addresses will be included when the formal approval letter is sent. Please note that there is a charge for use of the addresses. Finally, the following statement: *"Solicitation of CNM/CM participants for this study has been approved the ACNM"* is required to be added to the consent form or information sheet.

- D. Surveys meeting all of the criteria outlined above are reviewed in the order received. Only 5 surveys are permitted to be distributed at the ACNM Annual Meeting.**

Source: Board of Directors

Approved by ACNM BOD 9-06

Revised 6-09

Revises previous documents from 4-02, 9-02, 3-04

Revised 09-2014

Revised 8-2016

Approved: ACNM BOD September 2016

Revised: February 24, 2017

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

Principal Investigator: _____

Title of Proposal:

Reviewer: _____

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

1. ___ Cover letter that includes:
 - a. ___ Purpose of the research
 - b. ___ Rationale for the use of CNMs/CMs as research participants
 - c. ___ Inclusion of both CNMs and CMs or explanation for use of only one
 - d. ___ Proposed time frame for contacting CNM/CM participants
 - e. ___ Assurance of participant confidentiality or anonymity
 - f. ___ Assurance of the right to non-participation
 - g. ___ Potential risks and benefits to participants
 - h. ___ Time required of participants
2. ___ Copy of appropriate Institutional Review Board approval
3. ___ Curriculum vitae of the researcher
 - a. ___ CV of the faculty member overseeing the project if it is a student project/study
4. ___ All materials that will be given to the CNM/CM participants including:
 - a. ___ Research instruments
 - b. ___ Cover letter
 - c. ___ Consent form
 - d. ___ All information sheets that are provided to participants

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

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

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

For student applicants, there is evidence that a faculty advisor has reviewed the proposal and assumes supervisory responsibility for the proposed research. YES ___ NO ___

Reviewer has attached additional comments. YES ___ NO ___

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

(Comments)

Approval _____

Disapproval _____

Disapproval with recommendations for revision and resubmission _____
