

POLICY FOR SOLICITATION OF ACNM MEMBERS FOR RESEARCH PURPOSES

All requests to contact ACNM members for research purposes must be approved by the ACNM Division of Research (DOR) Survey Section prior to any effort to solicit members' participation or collect data. This policy is intended to ensure that ACNM members are appropriate participants for the research topic and that there is evidence of appropriate measures to protect the privacy of CNMs/CMs who respond and to maintain the confidentiality of those responses."

This policy applies to all avenues for contacting the general ACNM membership for research, including, but not limited to:

- release of the ACNM mailing list;
- internet access to members using ACNM email or use of members' email;
- posting research questions to discussion lists and listservs; and
- conduct of research (surveys, interviews, etc.) at official ACNM meetings, including affiliate meetings.

Requests should be sent to the attention of the Membership Marketing Coordinator either by email (preferred) or by postal service. Please see the companion document, *"Guidelines for Approval to Solicit ACNM Members for Research Purposes"* for current contact information and a criteria checklist. Requests should include the following materials:

1. A cover letter describing:
 1. Purpose of the research
 2. Rationale for the use of CNMs/CMs as research subjects; all surveys must include both CNMs and CMs unless an explanation is provided detailing 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 confidentiality or 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.
6. There will be a maximum of 5 surveys approved for distribution at the ACNM Annual Meeting. Surveys are not reviewed until all required documents are submitted and then are reviewed in the order received.

The Membership Marketing Coordinator will review each proposal to ensure it is complete and forward all materials to the Survey Section of the DOR. Section members will review all materials to assure they meet all criteria. In the event of questions about the approval, the Chair of the Survey Section will consult with the Chair of the ACNM Division of Research.

When the request is approved, the following statement: "***Solicitation of CNM/CM participants for this study has been approved by ACNM***" is required to be added to the consent form or information sheet.

Source: ACNM DOR, ACNM Staff, ACNM BOD

Approved: ACNM BOD September 2006

Revises "Policy for Release of the ACNM Mailing List of Research Purposes" (#35)

Replaces "Guidelines for Approval of Research/Surveys Conducted at ACNM Functions" (#34)

Revised September 2014

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