

POLICY FOR SOLICITATION OF ACNM MEMBERS FOR RESEARCH PURPOSES

All requests to contact ACNM members for research purposes must be approved by the ACNM prior to any effort to solicit members' participation or collect data. This policy is intended to ensure that ACNM members are appropriate subjects 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 via ACNM email or use of members' email
- posting research questions to discussion lists and listservs
- conduct of research (surveys, interviews, etc.) at official ACNM meetings, including chapter meetings

Requests should be sent to the attention of the Senior Staff Researcher at the ACNM National Office either by postal service mail or by email.

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:
 - a. Purpose of the research
 - b. Rationale for the use of CNMs/CMs as research subjects
 - c. Proposed time frame for contacting the CNM/CM participants
2. Copy of approval of the research by the appropriate Institutional Review Board
3. Curriculum Vita of the researcher
4. All materials that will be given to CNM/CM participants, including
 - a. research instruments
 - b. cover letter, consent form, and/or information sheet for participants that addresses:
 - 1) The purpose of the research
 - 2) Assurance of participant anonymity
 - 3) Assurance of the right to non-participation
 - 4) Potential risks and benefits to participants
 - 5) Time required of participants,
5. Student proposals must have a letter from the faculty advisor, stating that s/he 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 will be approved in the order received.

The Senior Staff Researcher and/or Division of Research Survey Section Chair will review each proposal to ensure it is complete and meets the criteria. In doubtful cases, s/he will consult the DOR Chair.

Once the request is approved, a statement that "**Solicitation of CNM/CM participants for this study has been approved the ACNM**" should be added to the consent form or information sheet.

Source: ACNM DOR, ACNM Staff, ACNM BOD

Approved: ACNM BOD September 2006

Updated June 2009

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)