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 ACNN 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 YES NO
proposed research.
The materials contain adequate evidence of the appropriate measures YES NO
to protect the privacy of CNMs and SNMs 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 the researcher or an advisor YES NO
or a consultant is qualified to handle the interpretation of midwifery responses.
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