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.”

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 MPEGO Coordinator. 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. Please email your survey requests to:

Kareema Smith, MPEGO Coordinator
American College of Nurse-Midwives

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:
   i. Purpose of the research
   ii. 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
   iii. 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:
   i. Research instruments
   ii. 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.

ACNM's MPEGO 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.

Surveys meeting all criteria’s outlined above are reviewed in the order they were received. Only 5 surveys are permitted to be distributed at the ACNM Annual Meeting.

Source: Board of Directors
Approved: ACNM BOD September 2016
Revised 10/18/2019