



Survey Request Policy for COA
Approved by the COA Board of Directors: April 22, 2024

One of the main objectives of the Canadian Orthopaedic Association is to support and promote research amongst its members. To help standardize, focus, and improve the quality of surveys distributed while encouraging completion by members, the COA Standards Committee has revised the survey policy and will oversee all survey requests and control distribution of such surveys to members.

1. Any active COA member can submit a proposal for a member's survey.
2. Deadline for submission is November 1st and May 1st, subject to modification.
3. A maximum of 6 surveys will be distributed annually to the membership.
4. Surveys will be sent out at three time points in the year January, April and October with single reminder emails 6 weeks after.
5. Survey proposals will be accepted in writing in accordance with the guidelines in the appendix.
6. The Standards Committee will review all proposals to ensure that the criteria in Appendix are met.
7. Surveys that are successfully supported will be emailed amongst our members for participation by the COA
8. Only links to electronic surveys will be distributed.
9. Survey platform and data acquisition is the responsibility of the Principal Investigator
10. COA does not hold responsibility for data protection of collection of data as it pertains to the survey.
11. COA will hold a bank of all survey requests for purposes of monitoring, audit and research activity



Guidelines for Survey Distribution

COA members are eligible to submit research proposals for research survey requests for distribution to the membership through the COA.

Criteria

Please include an outline:

- title of the Survey
- the contact information of the primary researcher
- the centre(s), universities conducting the research
- a brief description of the research project
- how survey results will change or inform practice
- a copy of the survey
- Letter of approval from your Orthopedic Subspecialty Society
- Statement of which members of the COA are to receive the survey e.g Trauma, Pediatric, Arthroplasty, Tumor or all specialties.

Note A copy of IRB approval is required for surveys intended to be published

Conditions

- All survey requests are subject to approval by the Canadian Orthopedic Association Standards Committee.
- All survey requests must be submitted before the bi-annual deadline of May 1st or November 1st.
- All surveys submitted that meet the criteria will be reviewed and assessed, and a formal decision will be made within 30 days of the Deadline.
- All survey requests must first be submitted, reviewed and supported by the corresponding affiliation society of the COA e.g COTS, CAS, etc
- A maximum of 6 surveys will be accepted for distribution to the members annually.
- Time to complete a survey should not exceed 15 mins.
- All surveys have to be mobile accessible for completion
- Letters of decision may include approval, rejection or resubmission for future distribution or amendment.
- If there is more than one submission of the same theme, we may ask that Principal Investigators consider working together on one survey.
- The acknowledgement of the Canadian Orthopedic Association must be recorded in all future publications.
- A copy of the manuscripts published for all surveys distributed to COA members must be forwarded by the principal investigator to the COA Standards Committee chair.
- All survey results should be presented at our Annual General Meeting within 2 years of survey distribution whether published or Not !

Submission of your survey request is acknowledgement of these terms.