



Research Guidelines & Pointers

Guidelines for Approval of Research/Surveys Conducted at the ACNM Annual Meeting & Exhibition

- A.** Requests to conduct surveys at the annual meeting must be emailed to the ACNM Director, Midwifery Practice and Education at MPE@acnm.org. 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 Vitae (CV) 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.** ACNM staff as well as members of the Research 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, 7/21

Pointers for Distributing Surveys at the ACNM Annual Meeting

- Please note: the ACNM staff and student pages are **NOT** responsible for getting your survey out or collecting it. You should plan to have a few friends to help you put your surveys on the chairs at your assigned (not every) session.
- Type up a brief announcement and give it to the person on the podium before the session begins. The announcement should say that there is an ACNM approved survey for the distribution and attendees are urged to complete it and return it to the researcher.
- You should have something on the survey that tells people what to do with it when they are finished responding to the survey.
- You can stand at the exit doors and collect the surveys as people leave if you so desire. However, for a large meeting like the business session, there will be a sizeable amount of people exiting. In addition, not everyone will complete the survey in the session. You need to have a place for people to drop the survey off both after the meeting or later.
 - We suggest having a few **CLEARLY** labeled boxes that can be placed in the general registration area at the exits to the room and instruct respondents to place the completed surveys in one of these boxes.
 - Make sure the box clearly says it is for **YOUR** survey (there is often more than one researcher distributing surveys at meetings). We suggest “Return [your name]’s surveys on [general topic] here. Thank you.” And make the type **BIG** and **BOLD!!**
- Check on the placement of your survey boxes regularly, to make sure they are not moved and are still visible.
- If surveys for a different researcher are accidentally placed in your box, let us know and we can tell you where to send them.
- Even though staff and pages are not responsible for your survey, they **WILL** be asked, so it helps you if our staff members know exactly where to send people with their completed surveys. **Be sure to provide clear and visible information on your survey and on your boxes.**

We hope these suggestions are helpful and we wish you good luck with your project.

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