

# Survey Policy



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Policy Number	002	Version	003
Drafted by	Marie Malica (Peter Robinson)	Date approved by Board	6 August 2021
Person responsible	Marie Malica	Scheduled review date	August 2023

## Introduction

COSA receives many requests from members and external groups to circulate research project questionnaires and surveys to the organisation's membership. The Board is committed to ensuring any survey distributed to the membership is appropriate and relevant, and has been subjected to the necessary institutional reviews and approvals.

## Purpose

The purpose of this document is to define the process for COSA to review research project questionnaires and surveys; assess which are appropriate to put to the membership and, how they should be distributed; as distribution through COSA carries the organisation's endorsement of the survey.

## Policy

COSA will consider the following principles when assessing survey applications:

- the burden of surveys to members (no more than one survey per week will be disseminated, excluding reminders)
- the importance of the research to the membership and their professional responsibilities
- the alignment of the research to the mission of COSA
- the commitment of the applicant that COSA members will receive a report of the survey results

### Information to be provided by the applicant:

- a completed 'COSA Survey Distribution Application Form'
- evidence of ethical approval; in rare cases in which the survey is not intended for publication in a peer-reviewed journal, a low-risk ethical approval, or a statement on why this will not need to be sought, may suffice (applications can be made prior to ethical approval; however surveys will not be distributed until ethical approval has been given)
- copies of all approved survey, questionnaire or interview materials and communications to be circulated, including covering emails, one reminder

communication (note only one reminder will be sent per survey) and the participant information statement (if there is one)

- a list of the COSA Groups or professions to which the applicant would like the survey to be sent, if not the entire membership
- a list of other organisations to whom the applicant has distributed the survey, advising the status of each organisation's consideration (this is to avoid overburdening particular Groups)
- a commitment that, upon completion of the research project, successful applicants will provide COSA with a short written statement of the study's outcomes for communication to COSA members, including the survey response rate if applicable, and links to any publications or papers which have been informed by the survey results

## Responsibilities

All COSA staff and Survey Review Committee members will adhere to COSA's Survey Policy at all times.

All applicants wishing to seek approval for their survey to be sent to COSA members will adhere to the COSA Survey Policy and provide the required information.

## Procedures

- The COSA "Survey Review Committee" is responsible for the review and approval of surveys to be distributed to the COSA membership
- The "Survey Review Committee" will be responsible to the COSA Board
- In making an assessment the Survey Review Committee will consider the abovementioned principles
- Applications will be forwarded to the Survey Review Committee via email for their consideration, allowing the members 10 working days to respond
- Applicants will be advised of the outcome within 6 weeks of making an application
- The delegated COSA staff member will distribute the survey to COSA members, and only those members that have elected to receive communication. The distribution of surveys will be scheduled so as not overburden COSA member communications
- An annual report of approved surveys distributed to the COSA membership will be provided to COSA Council. Council will review the report with consideration to receipt of the survey results within the time agreed with each applicant

## Related Documents

COSA Privacy Policy

COSA Constitution

COSA Strategic Plan