



Criteria for Questionnaire Surveys

It is the policy of the AAGL to offer surveys for members to participate in related to the the field of Minimally Invasive Gynecology. Surveys submitted must meet the requirements set forth below. Surveys submitted in Q1 will be posted no later than the first week of the following quarter in which a Survey has been reviewed and approved. if accepted Q1 submissions will post in Q2 and Q2 submissions will post in Q3.

Notification to members of any newly added surveys will take place during the next marketing/distribution cycle each month. No surveys are to be posted or promoted during the 4th quarter (Q4), due to conflicts with the Annual Global Congress. Surveys submitted during Q4, if accepted will be posted in Q1 of the following calendar year.

1. All Surveys must allow for a respondent to complete a survey anonymously.
2. Surveys that require a respondent to provide identifiable information (e.g. Name or contact information) will not be considered.
3. There are no guaranteed survey response minimums. AAGL will include in its correspondence to members that Surveys are available but will not direct market any individual survey.
4. Surveys may not be extended beyond the 90-day timeframe.

Fee Structure

1. If submitted and approved, as a benefit of membership AAGL Members in good standing are allowed one survey at no cost.
2. AAGL Members submitting additional surveys will incur a \$500 per survey admin fee and may not to exceed one survey per quarter or three surveys per year. Furthermore: Surveys may not be a duplication of a survey previously submitted.
3. If submitted and approved Non-Member Physicians must pay a non-refundable admin fee of \$1,500 (USD) for a 90-day survey posting.
4. if submitted and approved Industry initiated surveys must pay a non-refundable admin fee of \$5,000 (USD) for a 90-day survey posting.

Specific Criteria

1. IRB approval from the principal investigator's home institution is required prior to acceptance.
2. The questionnaire's primary research question should be relevant to the field of Minimally Invasive Gynecology and just as important timely to the interest of the AAGL membership.
3. The principal investigator must submit a summary (<1 page) of the significance, research aims and methods of the survey design. A brief discussion of the method of survey design, including its validity and reliability of the proposed survey, is strongly encouraged. Validity testing involves

“the assessment of the content of the questionnaire to determine that is measuring the parameters it intends to measure.”

4. Reliability is based upon “repeated administration of the questionnaire to a pilot group showing high levels of reproducibility.
5. Decisions to accept or decline a survey are based on the relevance of the research question to the AAGL membership and the quality of the survey.
6. The AAGL Research Committee will review applications to determine if the above criteria are fulfilled.
7. The AAGL Research committee will make a recommendation to the AAGL board, and the final decision whether to accept a survey on the AAGL Survey page will be made by the AAGL Board
8. The investigator is strongly encouraged to review the following guidelines prior to submitting their request to the AAGL: Burns KE et al. A guide for the design and conduct of self-administered survey of clinicians. CMAJ 2008 Jul 29; 179(3): 245-52.

If Accepted

1. All Surveys will be publicly posted on the AAGL.org Survey page.
2. Members will be notified during the next marketing cycle with a request to participate and take the new survey via a web-link.
3. Survey links will not be emailed directly to AAGL members but will be posted on the AAGL Surveys page.
4. Direct marketing of any survey to AAGL members is not allowed.
5. All surveys that meet the above criteria will be featured and promoted on the AAGL Survey page for members to participate in and complete.
6. The manuscript summarizing the main results of the survey should acknowledge the AAGL sponsorship of the survey. The authors are also encouraged to submit the results of this research for presentation at the annual AAGL meeting and/or publication to JMIG.