



## ACAPT Approved Survey Process

*Last updated: March 2023*

All surveys must be approved by the ACAPT Center for Excellence's [Data Advisory Committee](#). See details on [how to submit requests for data collection here](#). The following process serves as a guide for **Center-approved** data requests requiring development of an ACAPT-facilitated survey.

	Process Step	Responsible Party	Forms/Resources	Timeline
1	Sign ACAPT's confidentiality, conflict of interest, noncompetition, and copyright assignment agreement	Survey requesters	<a href="#">Sign this confidentiality PDF form.</a>	Within 2 weeks of notice of approval
2	If survey results will be published in a journal, submit an <b>Institutional Review Board</b> (IRB) request to your institution - making it clear that data: <ul style="list-style-type: none"><li>• Will be collected &amp; shared with ACAPT</li><li>• Only de-identified and aggregate data will be made available to ACAPT members.</li></ul>	Survey requesters	Send a copy of the final approved IRB to <a href="mailto:acapt@acapt.org">acapt@acapt.org</a>  <a href="#">ACAPT is committed to data confidentiality and security.</a>	Within 3 months of notice of approval (extension upon request)



3	Email a <b>final Word draft</b> of the proposed survey for Data Advisory Committee review.	Survey requesters	Email final draft survey to <a href="mailto:acapt@acapt.org">acapt@acapt.org</a>	Within 4 months of survey approval
4	ACAPT staff & Data Advisory Committee <b>will review</b> the draft survey & provide comments/recommendations.	ACAPT staff & Data Advisory Committee	---	Within 2 weeks of receipt of draft survey
5	ACAPT will schedule a <b>target survey delivery date</b> & provide a full survey timeline.	ACAPT Staff	---	Within 1 week of survey finalization
6	<b>ACAPT will send all surveys</b> through the appropriate platform to the target audience, provided we have access to the proper contacts.  Depending on the audience size and other factors, a pilot surveys may be conducted.	ACAPT staff	---	Survey dependent
7	The requesting ACAPT group will receive <b>only de-identified survey response data</b> for analysis and reporting. De-identified	ACAPT staff	---	Within 1 month of survey close



# Center for Excellence in Academic Physical Therapy

*Powered by innovation, inquiry & inclusion*

	<p>data has no personal identifiable information (PII – e.g. email address, first/last names, institution names, etc.).</p> <p>The ACAPT survey data must be kept <b>confidential and secure</b>. All data must be stored on a firewalled-protected server.</p> <p><b>Only ACAPT staff</b> will have access to PII and individual survey data. ACAPT staff use ACAPT's VPN and firewall with certificate. ACAPT's workstations have malware and anti-virus protection.</p>			
8	<p>The requesting ACAPT group will lead the preparation of <b>reporting and analysis</b> based on survey responses.</p>	Survey requesters	<p>If the contact has additional data reporting needs, he/she should notify <a href="mailto:acapt@acapt.org">acapt@acapt.org</a> prior to survey creation.</p> <p>Send a copy of the reporting and analysis plan to <a href="mailto:acapt@acapt.org">acapt@acapt.org</a></p>	Within 2 months of survey close
9	<p>Survey requesters should prepare &amp; email a short executive summary of their reporting &amp; analysis, then ACAPT staff &amp; Data Advisory Committee will review it to provide comments, trends, context &amp; recommendations based on past survey reporting.</p>	<p>Survey requesters</p> <p>ACAPT staff &amp; Data Advisory Committee</p>	<p>Survey requesters email short executive summary of survey findings &amp; analysis to <a href="mailto:acapt@acapt.org">acapt@acapt.org</a></p>	Within 3 weeks of reporting and analysis submission



## Center for Excellence in Academic Physical Therapy

*Powered by innovation, inquiry & inclusion*

10	<b>ACAPT should be acknowledged</b> in any publication or presentation.	Survey requesters		
----	---	-------------------	--	--

Below is a sample of what will appear on the survey's introduction:

The purpose of this survey is XXX and is being conducted by the American Council of Academic Physical Therapy (ACAPT).

- Your participation in this survey is voluntary.
- We anticipate that completion of this survey will take approximately XX minutes..
- The responses will be confidential and reporting will be reported out in the aggregate. No identifying information will be reported in any publications or presentations that result from this work.
- This study has been approved by the XXX Institutional Review Board.
- If you have any questions, please contact [acapt@acapt.org](mailto:acapt@acapt.org).