



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	Complete fillable PDF for confidentiality form below	Within 2 weeks of notice of approval
2	If survey results will be published in a journal, submit an Institutional Review Board (IRB) request to your institution - making it clear that data: <ul style="list-style-type: none">• Will be collected & shared with ACAPT• Only de-identified and aggregate data will be made available to ACAPT members.	Survey requesters	Send a copy of the final approved IRB to acapt@acapt.org ACAPT is committed to data confidentiality and security.	Within 3 months of notice of approval (extension upon request)



3	Email a final Word draft of the proposed survey for Data Advisory Committee review.	Survey requesters	Email final draft survey to acapt@acapt.org	Within 4 months of survey approval
4	ACAPT staff & Data Advisory Committee will review the draft survey & provide comments/recommendations.	ACAPT staff & Data Advisory Committee	---	Within 2 weeks of receipt of draft survey
5	ACAPT will schedule a target survey delivery date & provide a full survey timeline.	ACAPT Staff	---	Within 1 week of survey finalization
6	ACAPT will send all surveys 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 only de-identified survey response data for analysis and reporting. De-identified	ACAPT staff	---	Within 1 month of survey close



	<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 confidential and secure. All data must be stored on a firewalled-protected server.</p> <p>Only ACAPT staff 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 reporting and analysis based on survey responses.</p>	<p>Survey requesters</p>	<p>If the contact has additional data reporting needs, he/she should notify acapt@acapt.org prior to survey creation.</p> <p>Send a copy of the reporting and analysis plan to acapt@acapt.org</p>	<p>Within 2 months of survey close</p>
9	<p>Survey requesters should prepare & email a short executive summary of their reporting & analysis, then ACAPT staff & Data Advisory Committee will review it to provide comments, trends, context & recommendations based on past survey reporting.</p>	<p>Survey requesters ACAPT staff & Data Advisory Committee</p>	<p>Survey requesters email short executive summary of survey findings & analysis to acapt@acapt.org</p>	<p>Within 3 weeks of reporting and analysis submission</p>



10	ACAPT should be acknowledged in any publication or presentation.	Survey requesters		
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Confidential information guidelines <This may all be in the agreement/form mentioned above and part of that submission process above>

Anyone developing a survey to collect information on behalf of ACAPT may be exposed to certain confidential information. Therefore, it is necessary that all adhere to the following by signing below to keep data secure and not share data:

- 1) You will not disclose or cause to be disclosed to anyone outside of the ACAPT any confidential information related to the information being collected.
- 2) You will keep all such confidential information in a safe and secure place, such as a password-protected file, and will take all reasonable steps to protect against inadvertent disclosure or theft of the information.
- 3) Upon expiration of your term on the leadership group, you will promptly return to ACAPT staff the confidential information that you have been sent or acquired. **If publication is in process, you will return confidential information following publication.**
- 4) You will not use any of the confidential information collected in any way to the competitive harm or other detriment of ACAPT.
- 5) You assign, and hereby do assign, to ACAPT, on your own behalf and on behalf of your employer (if applicable), all right, title and interest in and to any information or material developed, conceived or created by you relating to the information collected, including any and all copyrighted information.



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Your signature below indicates your acceptance of the *ACAPT Survey Process* including the confidential information guidelines. Individuals must also sign and submit the [Completion of Copyright Agreement](#). Both documents can be returned to acapt@acapt.org.

Name: _____ Date: _____
Signature: _____

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.