****

**Member Survey Requests**

ACAPT remains committed to its membership and the pursuit of scientific endeavors to improve physical therapist education. Researchers requesting assistance must be from an ACAPT member institution and have an IRB-approved research study that addresses a valid entry-level DPT educational topic.

**Cost**: $150.00.

Fee includes:

* Review of request by staff and the Education Research Committee Chair
* Addition of information on a unique public-facing page of ACAPT’s website for one month
* Inclusion of link to research survey website in two ACAPT e-newsletters
* Staff management of the information on the ACAPT website and newsletters

**Procedures:**

* Requests to disseminate surveys for research to ACAPT Membership are directed to ACAPT at acapt@acapt.org.
* All requests shall include:
  + - A three-sentence statement explaining why the researcher wants to survey the ACAPT e-news subscribers
    - The study purpose and significance
    - A link to the final version of the survey instrument
    - Proposed text for the email announcement that includes the survey title, a short description of the study, and the research cover letter*. See template to use below*
    - Statement confirming IRB approval
* Only requests by ACAPT members will be considered.
* ACAPT does not endorse individual survey research investigations.
* Requests meeting the above requirements shall be provided to the Education Research Committee Chair.
  + Criteria for review by the Committee Chair:
    - The proposed research is relevant and important to the members of the ACAPT.
    - The principle investigator or a co-investigator must be a member of ACAPT.
    - The survey must be IRB approved or determined to be “exempt” research by the investigator’s host institution; documentation of approval must accompany the request.
    - A link to the final version of the survey instrument is available for review.
    - The survey instrument must include a cover letter that will accompany the request for participation in the survey. The cover letter contains a description of the research project, investigator names and contact information, and IRB approval number.
* Following review by the Education Research Committee Chair, the request will be sent to the Committee’s Board liaison and Executive Director for final approval.
* Once final approval is given, a communication will be sent back to the requestor with a link to secure payment.
* Once payment has been secured, the information provided by the researcher(s) will be added to a unique page on the ACAPT website. The ACAPT newsletter will have a unique banner to research surveys that any subscriber of the newsletter may receive that links to the page on the website featuring all active research surveys. ACAPT newsletters are disseminated electronically to members and non-members every two weeks.
* Because the survey will reside on the ACAPT website for one month, which is accessible to anyone, we encourage researchers to design their survey so you can eliminate responses that do not fit the desired characteristics of participants.
* We ask researchers to credit the American Council of Academic Physical Therapy (ACAPT) – acapt.org in your survey references
* We also ask researchers to share a summary of their results with the ACAPT membership by sending the results to acapt@acapt.org and referring to the survey title, purpose

**Template of language in the communication shared:** submitters may alter the letter portion of the template where necessary but this is the recommended layout wherein they only need to provide the information in blue.

|  |  |  |  |
| --- | --- | --- | --- |
| |  | | --- | | **Research Survey Invitation**  As a service to American Council of Academic Physical Therapy members and the research community, ACAPT has agreed to send the invitation below to participate in a research survey. Although the research survey has met the preliminary screening requirements of the Education Research Committee, ACAPT is not involved in this research project and does not endorse this research project. ACAPT is acting solely as an agent for dissemination of the research survey. If you would like to opt-out of receiving research-related survey emails, you may unsubscribe below. |  |  | | --- | |  |  |  | | --- | | **Dear xxx,**    Explanation of who the survey developers are  Purpose of the survey and desired outcomes  Specify the qualifications to participate in the survey    The following survey takes approximately xx minutes to complete. Participation is completely voluntary, and all answers will remain anonymous. You are able to withdraw at any time without being penalized. You are under no obligation to complete this survey once started.  Your agreement to participate in this study involves:   * Outline the stages of the survey and type of information to be collected   If you wish to participate, please click **HERE** to access the survey. We ask that you do not take this survey more than once.    We are hoping you can help contribute to the knowledge of our profession. Your participation would be greatly appreciated.    Additionally, in order to improve the reach of this study, we invite you to please forward this email to other physical therapists.    Thank you,    Names, credentials      This study has been reviewed and approved by the xx IRB.  The researcher/study staff named above is the best person(s) to call for questions about your participation in this study.  If you have any general questions about your rights as a participant in this or any other research, you may contact:    Insert contact information here    Contact this number to ask general questions, to obtain information or offer input, and to express concerns or complaints about research. You may also call this number if you cannot reach the research team or if you wish to talk with someone else. General information about participation in research studies can also be found at **xxxxx** | |

\**Approved e-blast invitations will include a disclaimer that ACAPT is disseminating the research survey on behalf of the principal investigator as a service of our organization, but endorsement is not implied nor explicitly given for this research endeavor.*