

## Request to Survey the Canadian Athletic Therapists Association Membership

As a result of increasing interest in surveying the CATA Membership, formal guidelines for requests to administer email or web-based surveys to the entire membership, or a sub-population, have been created including the development of survey criteria and a formal proposal process. This process is meant to ensure the quality of surveys distributed to the CATA Membership.

Well-designed surveys can provide useful information to the researchers and to the CATA Membership; however, the rights of the Membership must be protected from “spam” or frivolous surveys such as Ad Hoc Market Research Surveys. Proposed surveys should address an important problem and/or barrier within athletic therapy. Proposals for request will be reviewed by the CATA Education and Research Committee to determine the merit of the intended survey. If the survey is approved, the CATA will facilitate its administration to the Membership, or a sub-population of the Membership via email distribution.

### Proposal Procedure for a Request to Survey the Membership

Proposals for a Request to Survey the CATA Membership should be submitted *at least 8 weeks prior to the desired date of survey administration*. Proposals should be submitted electronically in Word or PDF format to [research@athletictherapy.org](mailto:research@athletictherapy.org)

Applicants should progress in the following order:

1. Applicants who do not have ethical approval are responsible for providing a statement of verification indicating that they have consulted the *Tri- Council Policy Statement on Research involving Human Subjects (TCPS2)* and have determined that their research is exempt from Research Ethics Board (REB) review. Please include a description of why the proposed project is exempt from REB review. This statement and description must be included with all proposals that have not gained ethical approval.
2. If ethics approval is required, applicant(s) should first receive ethics approval from an appropriate governing body (i.e., institution or independent ethics review board), only then should these applicants proceed to the second step. For those survey requests deemed to not require ethics approval, proceed to step 3.
3. Submit a complete proposal for a Request to Survey the CATA Membership to the CATA Education and Research Committee (see detailed outline of the required proposal components below).
4. Proposals will be reviewed by the CATA Education and Research Committee and will be given one of the following decisions:
  - a. *Approved*
  - b. *Clarification required*
    - Proposals given a decision of *clarification required* have the opportunity to resubmit their proposal for approval **up to two separate times** following appropriate revision(s) as requested by the CATA Education and Research Committee reviewer(s).

c. *Rejected*

- Proposals given a decision of *rejected* will not be given the opportunity for resubmission.
5. Once approved email notifications will be sent to the CATA Membership (in full or a sub-population of the Membership) inviting them to participate in the approved survey on dates defined in the survey proposal and/or approval from reviewer(s).
  6. Within 6 months of the completion of the proposed survey period, the surveyor(s) will send a summary report (~1 page) to the CATA Education and Research Committee including:
    - Response and completion rates (only for the CATA Membership),
    - Demographic data regarding participants (if applicable),
    - A summary of responses to survey items, and
    - Plans for research dissemination of findings.
    - Other information requested by the CATA deemed to be helpful to the Association and its Membership

Subsequent proposals for requests to survey the CATA Membership will not be considered unless final reports for previously approved (and completed) surveys have been submitted to the CATA Education and Research Committee. Information sent to the CATA Education and Research Committee in the summary report will be kept confidential and will only be used for internal review and/or revisions of policies and procedures relating to future requests to survey the Membership.

### **Proposal to Survey the CATA Membership**

Please submit a proposal that includes the following criteria to be reviewed by the CATA Education and Research Committee to assess the proposed survey. Ensure justification for all methods is provided (e.g., why have you chosen to have 2 follow-up invitations?).

1. Title of the project and/or survey,
2. Investigator(s) names and affiliations,
3. Sponsor(s) (if applicable),
4. Funding or funding agencies for each investigator (if applicable),
5. Clearly defined objective(s),
6. Relevance of the intended survey to the practice of athletic therapy and/or the CATA Membership,
7. Intended future use of the survey findings (i.e., grant applications, manuscript(s), conference presentations, informing advisory boards, market analysis, etc.),
8. Survey details including its length (total number of items, number of demographic and survey items), estimated time required for completion, available languages, and layout (number of items per page, percentage of survey completion with multiple page surveys, etc.).
9. Target respondent information *and* justification (all members, certified only, etc.).
10. Requested date of the initial invitation to participate, number of follow-up invitations (**up to 2**) and their timing (i.e., length of time after initial invitation),
11. A copy of the invitation(s) to participate in the survey that must include: a statement regarding the number of total items (questions), the anticipated completion time, potential risks/benefits of participation, a description of the study and objectives, voluntary withdraw details (for non-completion), confidentiality statement, consent, and contact information for the approving ethics review board (if applicable) and investigators.
12. A completed and signed Determination of Need for Ethics Approval checklist and statement of verification (if ethics approval is not attached).
13. A copy of ethics approval from an appropriate institutional or independent ethics review board (if applicable).
14. A copy of the proposed survey laid out in the format participants would experience it (i.e., same items and number of items per page, etc.) and a link to the online survey.
15. Indication in the proposal whether this is an initial proposal, or a first or second resubmission.

## General Guidelines to Surveys

Surveys should be as brief as possible to improve response and completion rates, yet maintain academic integrity. It is advisable to consult with an experienced survey researcher regarding the composition of the survey (number of questions, response scale, length of survey, questions per page, etc.) and the timing of initial survey and follow-ups (number and timing).

The potential surveyor(s) are responsible for determining if ethics approval is required, and if so, complying with research requirements of their institution (or an independent research ethics board). A copy of the approved ethics must be submitted along with the request to survey the CATA Membership (if applicable).

The survey's purpose(s) should be clearly articulated and defined. Surveys that provide clear objectives (i.e., gather data on X topic for future publication in X journal, provide preliminary data for a grant application, etc.) that address important problem and/or barrier that are relevant to the practice of athletic therapy.

If you have additional questions regarding the process of submitting a request to survey the CATA Membership, please contact the CATA Education and Research Committee at [research@athletictherapy.org](mailto:research@athletictherapy.org)

### Request to Survey the CATA Membership Proposal Checklist

- ✓ Statement of verification and description of why the proposed research is exempt from Research Ethics Board (REB) review **OR**
- ✓ Ethics approval from an appropriate institutional or independent ethics review board (if applicable)
- ✓ Proposal for a Request to Survey the CATA Membership to the CATA Education and Research Committee
- ✓ Invitation(s) to participate in the survey that includes consent to participate (i.e., proposed email to be sent to the Membership)
- ✓ Full proposed survey laid out in the format participants would experience it and a link to the online survey
- ✓ Email Survey Summary for Distribution Form (must be in *Word* format)