

SWOG
<http://swog.org>

Policy Memorandum No.49

Subject: Member Surveys

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Departments Affected: Group

Revision Date:

MEMBER SURVEYS

SWOG Cancer Research Network has an interest in projects that will advance our mission and add value to our members. We will thus entertain requests to survey SWOG members. This policy sets forth guidance for review prior to granting access.

Surveys Eligible for Dissemination

1. This policy will specifically apply to those surveys addressed to the SWOG membership, either in total or aimed at a particular group (e.g., patient advocates, CRAs, study chairs). **Surveys done in support of disease- or pathway-specific research, and which are aimed at surveying a specific research or research support committee's membership are further subject to review and adjudication by the responsible Executive Officer(s).**
2. Surveys aimed at our membership (all or in part) must be consistent with the goals of SWOG.
3. Surveys that will directly lead to a research publication will need to be scientifically vetted in the appropriate research committee.
4. All proposals should include: title of survey, background, aims and specified objectives, survey target audience, expected outcome, and a data protection policy covering all data that will be collected. The responsible party must be clearly specified.
5. Surveys that are in support of a committee's work may be distributed after approval by the Committee Chair and Executive Officer.
6. Surveys that are intended to lead to publication of results must be scientifically vetted by a subcommittee of the Digital Engagement (DE) Committee, to be empaneled by the chair, executive officer, and SWOG staff liaison to DE.

Survey Distribution

1. SWOG will distribute the survey electronically via a link provided by the investigator. The timing of the survey release will be left to the discretion of the SWOG's Director of Operations and Protocols.

Survey Results

1. Results of a survey are not to be recognized as an official opinion of SWOG or The Hope Foundation on any specific topic.
2. Investigators conducting such a survey will be required to provide a report detailing response rates and outcomes from the survey to the DE survey committee, including plans for publication or eventual dissemination to a broader audience.
3. SWOG will not share contact information of its membership or provide email lists.
4. In addition, SWOG will not:

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Subject: Job Description/Translational Medicine Subcommittee Chair
Policy Memorandum No. 48

- a. Send surveys on behalf of commercial companies
- b. Send surveys via U.S. mail
- c. Provide address labels