

Terms of Reference for Requests to Distribute Surveys to CanVECTOR Members

At the Scientific Steering Committee held in Ottawa on January 27, 2017, there was general agreement that CanVECTOR supports the conduct of surveys that are relevant to Network members. The Network will endorse surveys and distribute them to members if the requirements below have been satisfied.

Relevance

- CanVECTOR Executive will review the survey to determine its relevance to our members and alignment with objectives of the research and foundational platforms.

Procedures

Application Requirements (to be provided by requestor)

- Name of trainee (if applicable), name of supervisor
- Ethics approval or waiver
- Survey document or a link to the survey
- Statement of introduction and names and titles of requestor(s) to accompany the survey e-mail
- Brief 1-paragraph description of the purpose of the survey, the target population, the methodology, and how the results will be used
- Assurance of confidentiality and anonymity of respondents (unless rationale is provided)

Request Process

- Requests by CanVECTOR members are made via email to info@canvector.ca
- Surveys developed by trainees must be supported by their supervisor and a CanVECTOR member (if the supervisor isn't a member) and the email request will be made by the supervisor
- A completed *Checklist for CanVECTOR Surveys* is to be attached to the request
- Survey is reviewed and vetted as being acceptable by a CanVECTOR Director

Survey Distribution

- We do not share our mailing list due to privacy regulations; approved surveys will be circulated by CanVECTOR administration to CanVECTOR members
- The survey will be sent by email to all CanVECTOR members, and those who are eligible to participate (i.e. Thrombosis specialists, MDs who care for patients) can opt to reply
- We do not have a mechanism for sending reminders to non-respondents, thus any reminder will be sent to all CanVECTOR members. A maximum of one reminder is deemed acceptable to our members.