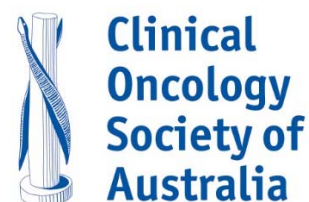


Survey Policy



Policy Number	002	Version	001
Drafted by	Marie Malica	Date approved by Board	14 August 2015
Person responsible	Marie Malica	Scheduled review date	September 2017

Introduction

COSA receives many requests from members and external groups to circulate research project questionnaires and surveys to the organisation's membership. The Board is committed to ensuring any survey distributed to the membership is appropriate and relevant, and has been subjected to the necessary institutional reviews and approvals.

Purpose

The purpose of this document is to define the process for COSA to review research project questionnaires and surveys; assess which are appropriate to put to the membership and, how they should be distributed; as distribution through COSA carries the organisation's endorsement.

Policy

COSA will consider the following principles when assessing survey applications:

- the burden of surveys to members (it is unlikely that more than 6 surveys will be sent out each year, but this is dependent on the target COSA Group participants, and the quality and importance of the survey questions)
- the importance of the research to the membership and their professional responsibilities
- the alignment of the research to objectives of COSA
- the commitment of the applicant that COSA members will receive a report of the survey results

Information to be provided by the applicant:

- a completed 'COSA Survey Distribution Application Form'
- a brief written submission of the research project, its aims, and projected outcomes
- evidence of ethical approval (applications can be made prior to ethical approval; however surveys will not be distributed until ethical approval has been given)
- copies of all approved survey or questionnaire materials and communications to be circulated, including covering emails, the participant information statement and one reminder communication (note only one reminder will be sent per survey)

- a list of the COSA Groups to which the application would like to survey to be sent, if not the entire membership
- a list of other organisations to whom they have distributed the survey, advising the status of each organisation's consideration (this is to avoid overburdening particular Groups)
- Upon completion of the research project, successful applicants must provide COSA with a short written statement of the study's outcomes, including response rate if applicable, for communication to COSA members.

Responsibilities

All COSA staff and Committee members will adhere to COSA's Survey Policy at all times. All applicants wishing to seek approval for their survey to be sent to COSA members will adhere to the COSA Survey Policy and provide the required information.

Procedures

- The COSA "Survey Review Committee" is responsible for the review and approval of surveys to be distributed to the COSA membership
- The "Survey Review Committee" will be responsible to the COSA Board
- In making an assessment the Survey Review Committee will consider the abovementioned principles
- Applications will be forwarded to the Committee via email for their consideration, allowing the members 5 working days to respond
- Applicants will be advised of the outcome within 6 weeks of making an application
- The delegated COSA staff member will distribute the survey to COSA members, and only those members that have elected to receive communication. The distribution of surveys will be scheduled so as not overburden COSA member communications
- An annual report of approved surveys distributed to the COSA membership will be provided to COSA Council. Council will review the report with consideration to receipt of results within the time agreed with each applicant

Related Documents

Privacy Act 1988