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Guidelines for SPS survey research proposals

The goal of these guidelines is to outline a formal process to enable SPS survey research.

Who can submit a proposal for survey research?

At least one of the investigators must be from an institution that contributes data to the PSRC database. Survey research is an additional benefit of being part of the PSRC.

Can I submit a single research proposal combining a survey study AND a database study?

Yes, however, the survey must meet all the requirements for survey research and answer a question the database is not well equipped/cannot answer (i.e. database gap). You will receive separate feedback for the database and survey portions.

Defining the respondents (denominator)

Survey respondents could be PSRC site administrators and/or SPS physician members.

The site administrators of active PSRC sites and/or SPS physician members who agreed to participate in survey research will be responsible for completion of the survey. The site administrator is the person listed as the site administrator on the PSRC database website.

Respondents will be asked once a year if they still want to participate in SPS survey research proposals

What is the process to approve survey research?

Proposals will be reviewed by the research committee (RC) on a first come first serve basis. Only 3 proposals will be reviewed by the survey expert per calendar year. If more than three proposals are submitted for review by the survey expert in a calendar year, they will be reviewed the following year.

Proposals will be submitted to the research committee (RC) chair or vice-chair, who will oversee the review. The vetting process will **first** require approval by the RC members (content experts), and subsequent approval by a survey research expert/consultant (survey methodology expert).

The RC review will mirror the process for PSRC database research proposals (blinded reviews, 3 reviewers, 2-3 weeks to complete the review). The survey research expert/consultant will have 2-3 weeks to complete their review.

Proposals will be vetted using the standardized SPS Survey Proposal Evaluation form. Proposals will receive feedback with the expectation of a research committee and survey expert decision (accept, reject, resubmit new proposal) by the completion of the second round of review.

Survey requirements

Survey research must be relevant to the practice of pediatric procedural sedation (PPS). Proposals are expected to address a knowledge gap and result in a peer-reviewed journal submission. Proposals should seek information that is NOT currently available in the PSRC database.

Proposals should be de-identified and limited to no more than three pages (not including the survey checklist and references). The proposal should include, but is not limited to, the following information:

1. Background

- A. Include relevant context and information necessary for the reviewer to understand your clinical question and stated objectives. Include data from preliminary studies, when applicable.
- B. State the clinical significance and relevance of your study proposal, the gap in knowledge to be addressed, and the importance of the study
- C. State the aim(s)/objective(s) of your survey.

2. Survey development methodology

- A. Investigators are required to use the **SPS survey proposal checklist** to draft the proposal
- B. It is recommended, but not required, that they study team includes a survey research expert to increase the likelihood of publication. An expert could be someone who has already published survey research in a peer-reviewed journal or a survey research consultant.
- C. Item generation of important domains (i.e., categories, major topics, or sections within the survey questionnaire, which help organize questions and group them logically)
- D. Formulate questions grouped in domains. Limit the total number of questions to 25 or fewer, with minimum of 5 questions per domain.
- E. Surveys **must** be pilot tested before submission to the RC/research consultant. This includes assessing for validity and reliability.
 - Assess for validity - The questionnaire measures what it intends to measure.
 - Assess for test-retest reliability - A question posed to the same individual at different times (usually 2-4 weeks) yields consistent results. Describe the sample size, the types of participants, and the survey results from an individual who completed the survey 2-4 weeks apart.
 - Assess for interrater reliability - Different respondents provide similar responses to the same question when expected. Describe the sample size, the types of participants, and the survey results.
 - Investigator's institution IRB approval is required **prior to distribution of the survey**, but it is permissible to submit a proposal to the RC prior to IRB approval.

3. Expected time to complete the survey for each respondent based on pilot testing.

If you have any questions, contact SPS research chair Juan Boriosi <jpboriosi@pediatrics.wisc.edu> or Vice Chair Becky Burger <rkburge@emory.edu>