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# Research Survey Distribution Approval Process

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*A Western Michigan University Homer Stryker M.D. School of Medicine (WMed)  
Research Guidance Document*

## Purpose

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The purpose of this guidance is to outline best practice for internal research survey dissemination and provide the approval process for mass dissemination of surveys using WMed email distribution lists.

## Best Practices

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To promote engagement and avoid research survey fatigue, we encourage investigators to adopt the following best practices.

Survey Reminders – No more than two.

Distribution dates to avoid – The week of graduation, the week of Thanksgiving, the week of Christmas. Additional dates determined by individual approval groups for students, residents, staff and faculty.

Number of surveys – Two per quarter for any group.

## Discussion

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Research is one of the organizational strategic goals at WMed. To facilitate and promote internal research while ensuring that it does not become burdensome to the WMed community, we have implemented guidance on best practices and an approval process to use when distributing to group lists here at WMed. Please note, projects submitted to the distribution group representatives will have already received IRB determination. This process aims to identify any specific concerns the represented group may have about the survey's timing or scope.

## Procedure

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The distribution approval process begins once the study project is approved by the IRB.

**Step 1.** The research navigator sends the consent and survey to the distribution group representatives noted by the investigative team.

**Step 2.** The group representatives will review the documents provided and ensure that the distribution timing and scope of the survey is appropriate. If they feel the timing is not appropriate, they will suggest an alternative. Feedback or approval will be provided to the research navigator within 2 weeks.

**Step 3.** The research navigator will inform the pertinent parties of the feedback or approval. If feedback is given instead of approval, the investigative team can adjust the proposed distribution to align with the feedback given.

## Summary

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- Internal survey distribution approval is **not** an IRB process and happens after IRB approval; however, it is facilitated by the research navigator, and it is required before a survey will be distributed via email to list serve groups at WMed.
  - The length of time it takes to complete the internal survey distribution approval process will be two weeks from time of submission to the approval groups.
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If you have any questions about this process or need assistance, please contact the WMed Research Navigator at [research.navigator@wmed.edu](mailto:research.navigator@wmed.edu).