

# Guidelines for Distribution of Email Questionnaires Using Survey Monkey or Other Similar Website

1. The authors contact the Chair of the Audit Committee via email and provide the following
  - Aims of the study
  - Example of questionnaire to be used
  - Estimated sample size
  - Target group(s)
  - Accompanying letter/instruction to recipients
  - Plans for subsequent feedback and distribution of results.
2. The proposed study is assessed by the Audit Committee and the relevant Chair of the BOS Group involved. Suggestions and advice will be given to the authors prior to approval. Authors can normally expect a decision from the Audit committee on approval within 4 weeks of submission.
3. Once approval has been given an accompanying cover letter *containing a link to the survey monkey (or other similar) website* should be forwarded to the BOS (Ann Wright) by the authors. BOS will email this to the desired target audience (within BOS) as the Society is not allowed to disclose email addresses of its members.
4. *Completed questionnaires will normally be automatically forwarded by the website to the authors.*
5. If a second shot is required the authors should contact the Chair of the audit group with a brief preliminary report which is to include the current response rate. The authors should also provide another accompanying letter which will be circulated *with a link to the website*. This letter should invite those who have not yet participated in the study to do so. It should also indicate that recipients who have already completed the questionnaire need not do so again. . The use of prizes as an incentive to recipients to complete questionnaires is not condoned.
6. The authors will be expected to provide respondents with feedback. This can be direct using email (if the recipient consents i.e. by disclosing their email on the completed questionnaire), through publication in the Clinical Effectiveness Bulletin (CEB) or presentation at BOC (e.g. poster). If the authors publish the results of their study in another journal we would expect a brief one page report for presentation in the summary section of the CEB.