

## **Logistics for Submitting Questions to the COMSEP Annual Survey**

<b>2011-2012 Timeline:</b>	
<b>July 15</b>	Survey intake forms must be received
<b>August 12</b>	Survey questions reviewed and submitters notified about disposition (accept; accept w/modification; declined)
<b>September 15</b>	Pilot testing of annual survey complete
<b>October 1</b>	Survey opens
<b>December 1</b>	Interim data available to researchers (researchers must email survey chair to request)
<b>December 31</b>	Survey closes
<b>January 15</b>	Final data available to researchers

### **Process:**

- All questions must be submitted or sponsored by a COMSEP member
- All questions must be accompanied by a survey intake form
- All questions should be pilot tested prior to submission
- The Annual Survey Committee will review and approve all proposed questions
- Each researcher should request IRB approval at their home institution for their research
- The annual survey committee will provide a written paragraph describing the survey methods to each researcher

### **Acknowledgement:**

The work of the COMSEP Annual Survey Committee should be acknowledged in the following manner:

*The committee members are listed as a group ("COMSEP Annual Survey Committee) after the last author of the paper and listed individually in a supplementary appendix.*