

## **AAN Member Survey Distribution Process**

The document outlines the new survey promotion process, which entails approving promotion of a link to a survey an AAN member has created. These are not AAN-produced or AAN-endorsed surveys. The AAN will allow the member to post the survey link to up to three Synapse online communities.

The requirements for survey promotion are as follows:

- The applicant must be a current member of the AAN.
- The member must submit an application with the details of the survey to [sections@aan.com](mailto:sections@aan.com).
- The applicant must be, or become, a member of the section(s) to whom they send the survey link.

The applicant must include this language when posting the survey link: *“The survey included in this message is not an AAN-produced or AAN-endorsed survey. It has been approved by the AAN for distribution via Synapse to this section.”*

### **Process Workflow**

- AAN Staff will receive the request and, once confirming the requestor is a current member, provide the member with the application form.
- Once the application form is completed, it will be forwarded to the Member Insights Team for review.
  - The Member Insights Team will review the submission for recent or upcoming duplicative efforts.
  - Additional review will be completed by Section leaders of the related research topic.
  - The purpose of the Section leaders’ review is to ensure the work aligns with the AAN’s mission, vision, and/or strategic plans, and to make sure there are no concerns or issues with the survey topic.
    - If there is a conflict of interest with the section leaders (i.e. they’ve produced the survey), then the survey will be reviewed by the Sections and Subspecialties Subcommittee.
  - The staff and section leaders will commit to having the decision for the applicant within two weeks of submission.
- Only one survey per month will be approved for a specific section.
- The Member Insights Team then approves or declines the request.
- AAN Staff follows up with the member with the decision.
- If approved, the member is responsible for posting the information on Synapse.
- The applicant may post one reminder to the Synapse online community one to four weeks after the initial survey post.