

CDIM Annual Survey: Timeline and Obligations (Revised April 2019)

- 15 April 2019: CDIM opens call for item submission
- 15 May 2019: Close call for item submission
 - Survey committee rates item submission
- 15 May-01 June 2019: Final decision made on sections to include
 - Selection of survey writing teams and section leads
 - Begin section revisions
- 15-20 June 2019: Section revisions due back to committee
- 01 July 2019: Draft due to CDIM Council for review
 - Second round of revisions
- 01 August 2019: Final revisions due to committee
 - Committee approval of survey
- 15 August 2019: Final Council Review and approval
 - Begin IRB approval process with near final survey instrument
 - Build Survey for committee pilot
- 01 October 2019: Final revisions due from pilot
- 15 October 2019: Estimated launch of survey to CDIM membership
 - Pending final IRB approval
- 01 December 2019: Estimated close date for survey
- 15 December 2019: Potential extension date for survey responses
- 15 January 2020: Raw data and initial analysis
- 15 February 2020: Data to authors for review

Obligations of Authors

- Using the questionnaire submission form, authors must submit questions by 15 May to be considered for inclusion in the following year's survey.
- If an author's section is selected for inclusion, the author must agree to have his or her section edited by the CDIM Survey and Scholarship Committee and CDIM Council.
- After the CDIM survey is closed and the Survey and Scholarship committee has distributed the raw data, section authors have six months to draft a manuscript for publication. If after twelve months, the author has not prepared an initial draft manuscript, the Survey and Scholarship committee reserves the right to assume the lead on manuscript preparation. The author is still included on the authorship list, but may not appear as 1st author if someone else writes the manuscript.
- Section authors have the opportunity to meet with members of the CDIM Survey and Scholarship Committee at the CDIM National Meeting to discuss and receive help to outline a manuscript.

Obligations of CDIM Survey and Scholarship Committee

- Oversees survey submission, selection, editing, piloting, and data collection processes; seeks review and edits from Council; makes calls to nonrespondents; reviews and cleans data for distribution to section leads and authors. For these contributions, we ask that the CDIM Survey and Scholarship Committee be named in the manuscript "Acknowledgements," unless they have contributed enough to a particular section to merit full authorship.
- Provides the corresponding survey data and a start to the methods section to survey contributing authors at or shortly before the annual CDIM meeting.
- To ensure data integrity and confidentiality of responses, as well as file version control and best practices for data cleaning and data management, the survey data master files will be housed by AAIM Surveys staff. This will also allow for the archiving and backing up of such files and data. AAIM Surveys staff also will obtain IRB exemption for the survey instrument and protocol.