

## Survey Submission Requirements

Pending approval from the Research Operations Sub-Committee, NCS Members are allowed the opportunity to post surveys for free-will participation from the NCS Membership. If you would like to be considered to have your survey to be posted, please complete the form below. The submission of the form is **required** for Committee review.

Below you will find a complete list of items you will need to submit to NCS:

1. Contact Information
2. Describe the background and goals of the survey (max 250 word count).
3. Provide IRB Date
4. Upload IRB approval letter
5. Specify the target audience
6. Upload file containing survey questions (PDF or Word Document)
7. Provide link to survey
8. Enter approximate duration of survey (minutes)
9. List any other survey dissemination in the past or future.
10. Specify any conflicts of interest
11. List any sources of funding, if applicable
12. List any protected health information or other identifiers collected in the survey

Surveys are reviewed by the Committee on a monthly basis. Following submission of the form you will receive a follow up email from NCS staff within two business days. To officially submit your survey for approval complete the form [here](#).