



American  
Urogynecologic  
Society

Advancing Female Pelvic Medicine  
and Reconstructive Surgery

Please return the attached form to:  
AUGS Headquarters  
2025 M St. NW, Ste. 800  
Washington, DC 20036  
Fax: (202) 367-2167  
Email: [info@aug.org](mailto:info@aug.org)

## **GUIDELINES FOR AUGS SURVEY DATA**

**Purpose:** This document is intended to detail the process to request permission to survey the AUGS membership and to provide guidelines for data generated by such surveys. These guidelines apply to survey data obtained during any AUGS open meeting forums, online email surveys and hard-copy surveys.

### **I. Open Forum Surveys:**

Any open forum survey data obtained through AUGS meetings by vote, electronic keypads or open meeting discussion shall be subject to the following guidelines:

#### **A. Qualifier before any survey**

Prior to the participation of any open forum AUGS survey, the following statements shall be disclosed to the participants:

- "Participation in this survey is voluntary.
- Any data generated from this survey should be acknowledged as non-scientific information because the methods for survey are not scientifically sound.
- Results from the survey shall *not* be used for the promotion of any product or by any industry."

#### **B. Utilization of Survey Material**

##### *1. Scientific Presentations / Manuscripts:*

The use of data generated from surveys at open forum AUGS meetings for the purpose of publication of scientific journals will not be allowed. AUGS recognizes that the data obtained through open forum surveys is likely to be flawed and unscientific. There are no controls on responses and no guidelines for scientific design for this type of survey. Furthermore, there is not an institutional review of any survey of this type. If an individual AUGS member wishes to appeal this for a specific study / manuscript because they feel the data obtained from a general membership survey will greatly impact their individual study, this can be appealed to the Executive Board through the Research Committee Chair on an individual basis.

##### *2. Industry:*

Data obtained from open forum survey material will not be released to industry for promotion of any product under any circumstance

##### *3. Lay Press:*

Data obtained from open forum survey will not be released to the lay press or other publications reporting on an AUGS meeting. Individual reporters will be encouraged to utilize the qualifiers above if they choose to report on data that has been obtained through open forum survey in real time at a meeting.

## II. Written/Email Surveys

### PURPOSE:

1. To assist researchers in the preparation of successful surveys of the AUGS membership and thereby improve the scientific merit of such surveys
2. To insure that surveys distributed to the AUGS membership are valid, appropriate and of high quality.

Unfortunately, AUGS cannot control unapproved surveys sent to membership via electronic mail, online via the Internet and written formats. Electronic mail addresses are not distributed or sold for any purpose including the distribution of surveys. Individuals and industry are discouraged from obtaining these addresses through other means for this purpose. Surveys and questionnaires via written/electronic/Internet to the AUGS membership will be prohibited without the express written permission of the AUGS Executive Board via the Research Committee Chair. Questionnaires distributed (either electronically or at the Annual Scientific Meeting) will be reviewed and approved by the AUGS Research Committee in advance.

### **A. Utilization of Survey Material**

1. *Scientific Presentations/Manuscripts:* If an individual AUGS member wishes to request from AUGS to survey the membership for a specific study/manuscript because they feel the data obtained from a general membership survey will greatly impact their individual study, this request should be submitted to the Executive Board through the Research Committee Chair on an individual basis.
2. *Industry:* Industry is prohibited from surveys of membership via electronic mail, the Internet or written mail. Electronic addresses and business addresses will not be provided by AUGS for this purpose. Any attempt to use the AUGS name will follow prior guidelines for industry.
3. *Submission of proposed AUGS surveys to AUGS Research Committee:* All survey proposals must be submitted to AUGS Headquarters using the form below. The Research Committee will review proposed surveys.

The Research Committee Chair will distribute the proposals to committee members for review. Within **6 weeks** the committee will rule on the proposed surveys and AUGS staff will reply to the applicant via email. If the survey is not accepted, the Research Committee will provide suggestions for improving the survey and communicate these with the survey author.

Proposals can be revised and resubmitted but no more than twice after the initial request.

4. *Mechanism for distributing surveys:* Electronic distribution of surveys is preferred. Survey authors will submit all survey information to AUGS headquarters. AUGS headquarters will enter survey information into Survey Monkey. AUGS will distribute the links to on-line surveys via email to the AUGS membership. If requested by the survey authors, AUGS will send one reminder to members who do not complete the survey. AUGS will return collected data in its original form to survey authors at the conclusion of the survey deadline (30 days from distribution of

survey unless otherwise indicated). The cost of distributing electronic surveys including a single reminder email to non-responders is \$150.

Mailed surveys are also acceptable. Mailing list labels may be purchased for \$.25 per label for members and \$.75 per label for non-members. The survey's author will provide funding for the costs of mailing and distribution of the survey.

Surveys to be distributed at the annual meeting will be distributed by AUGS in the registration packets. Survey author is responsible for printing all surveys and mailing them to AUGS headquarters in advance of the annual meeting. A collection box will be provided by and maintained by the survey author. AUGS personnel will not be responsible to either secure or maintain the collection box.

Industry will not be permitted to purchase a booth at the AUGS annual meeting to conduct market research.

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## **AUGS Survey Distribution Request Form**

**Survey Author:** \_\_\_\_\_

**Survey Title:** \_\_\_\_\_

**Preferred Method of Distribution:**  Electronic  Mailing  Annual Meeting

**Billing Address** \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Please submit the following information in one Word or PDF document along with this form. Applications submitted with out the following information will not be accepted:**

- ❖ Background: less than ½ pages, summarizing the context for the scientific question to be addressed by the survey
- ❖ Specific Aims: Less than ½ page, specifically stating the aims and/or hypotheses to be addressed by the survey
- ❖ Methods: Less than 1 page, summarizing the rationale for the survey items and the proposed methods of analysis
- ❖ Sample size: Less than ½ pages, summarizing the sample size needed to address the relevant scientific questions.
- ❖ Questionnaire: The proposed survey instrument should be submitted in the exact format intended for distribution to the AUGS members.