

MEMBER SURVEYS

SWOG Cancer Research Network supports projects, including surveys, that advance our cancer clinical trials and add value for our members. This policy sets forth guidance to protect member privacy and to ensure that surveys are effective, support SWOG projects, and receive all necessary reviews and approvals. A procedure document accompanies it.

Surveys Eligible for Dissemination

1. This policy applies to those surveys addressed to the SWOG membership, either in total or aimed at a particular group (e.g., CRAs, study chairs). Surveys developed within one SWOG committee and intended only for members of that committee are exempt from this policy.

For example: The GI Committee intends to conduct a needs assessment. The intended survey audience is members of its own committee. **This is exempt from the Survey Policy.** The GI committee also plans to do this needs assessment across all NCORP sites as well, with volunteers sought from site-PIs and lead CRAs. **The addition of these volunteers requires review and approval pursuant to this policy.**

2. Surveys aimed at our membership must support SWOG-sponsored trials and projects.

3. Surveys must be vetted by a survey subcommittee of the digital engagement committee, a group selected by the digital engagement chair and executive officer.

4. Surveys conducted in support of disease- or pathway-specific research must undergo scientific and statistical review and approval by the respective committee chair, committee statistician, and the responsible executive officer(s) before they are submitted to the digital engagement committee.

5. Surveys that will lead to a research publication, but are not attached to a SWOG trial, will also need to be scientifically and statistically vetted in the appropriate research committee. If investigators are not clear on who should provide oversight, it is suggested that they contact the DE chair for guidance.

6. The process for submitting surveys for approval is outlined in an accompanying SWOG Survey Procedures document. All proposals submitted for approval to the digital engagement committee should include the following: primary investigator, title of survey, background, aims and specified objectives, survey target audience, expected outcome, and a data protection policy covering all data that will be collected.

7. After this information is submitted, the digital engagement subcommittee will review the survey and recommend to either approve, deny, or conditionally approve with conditions. The subcommittee will review for measures that include clarity, length, effectiveness, and audience relevance.

8. After the digital engagement committee recommends an action, final action will be made by the SWOG executive advisory committee (EAC). Once final approval by the EAC is secured, the survey will be distributed to members.

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Survey Distribution

1. SWOG operations staff will distribute the survey electronically via a link provided by the investigator. SWOG's director of operations and protocols determines the timing of the release. This is the only method of survey distribution for SWOG.

Survey Results

1. Results of a survey are not to be recognized as an official opinion of SWOG or The Hope Foundation for Cancer Research on any specific topic.

2. Investigators conducting such a survey will be required to provide a report detailing response rates and outcomes from the survey to the digital engagement survey committee, including plans for publication or eventual dissemination to a broader audience.

3. SWOG will not share member email addresses or phone numbers or provide address labels

4. SWOG will not send surveys on behalf commercial companies or send surveys via U.S. mail. We do not endorse surveys initiated by other groups or non-profit organizations for distribution within SWOG. Any exception will require permission from the group chair.