

Approved by: SCS Governing Board February 24, 2019
SCS Membership May 22nd, 2019

SCS Policy on Scholarly Activity Survey

Purpose

The Statewide Campus System (SCS) of the Michigan State University College of Osteopathic Medicine (MSUCOM) shall actively contribute to the ongoing advancement of scholarly activity (SA) (i.e., including either controlled research and/or quality improvement/patient safety) projects, and shall facilitate such project-related activities when able across SCS member institutions. As part of its efforts to meet American Council on Graduate Medical Education (ACGME) common program requirements for SA, the SCS will observe the following policy and guidelines concerning the dissemination of any type of confidential survey questionnaires to individuals or groups of MSUCOM/SCS-affiliated faculty and/or staff. However, the rights of members to be protected from “spam” or frivolous bulk surveys is also recognized.

Policy

Access to email addresses of MSUCOM/SCS-affiliated groups will be strictly limited to previously-approved institutional review board (IRB) projects that have also been formally reviewed and approved by SCS Associate Dean and the SA team comprised of the Director of Research and Senior Biostatistician. Any approved survey dissemination applications will be limited to those that are directly pertinent to the overall SCS mission, assessment, and service line planning activities.

Application Guidelines

- Any MSUCOM or SCS-affiliated faculty, residents/fellows and/or staff must first get their study/project design approved by the MSU and/or respective healthcare system IRB. The Principal Investigator (PI) of any survey application is responsible for being aware of and complying with the Human Subject research requirements of their institution for their project. The SCS review of a survey does not substitute for or constitute IRB approval.
- The applying individual/group’s survey application email will need to specify both the preferred and possible alternative means of administering an “opt in” survey to SCS subgroup cohorts (i.e., individual Physician Advisory Council or clinical specialty residents) or the entirety of SCS affiliated consumers (i.e., all residents, residents and faculty).
- Any proposed project will need to be congruent with the current established SCS policies concerning the conduction and results for dissemination of SA projects.
- An electronic copy of the individual/group’s complete IRB approval letter and IRB application containing a detailed description of the target survey participants and preferred and alternative means of administering the project survey will first be emailed to the SCS Director of Research, Dr. William Corser at corser@msu.edu.
- This application email will also need to attach an electronic copy of the final survey instrument containing prospective respondent instructions or survey letter text.
- Prospective surveys should be confidential, not take more than 10 minutes to complete and compromise no more than 15-20 questions.
- An accompanying cover letter from the project PI is strongly encouraged, clearly indicating

how the proposed study/project would be directly pertinent to the overall mission, assessment and service line planning of the SCS.

- The attached files of the survey application email will be reviewed by the SCS Associate Dean, Jonathan Rohrer, PhD, DMin, Director of Research and the Senior Biostatistician. This review group may also consult with MSUCOM administration as needed.
- Survey applications will be reviewed in the order they are received. Decisions concerning the approval/disapproval of the survey application will be emailed back to the project PI within four weeks.
- The SCS review group may provide review comments or suggested survey changes to the Project PI in advance of final approval/disapproval.
- The SCS SA team will remain available to facilitate the dissemination of opt in survey emails to SCS-affiliated consumers (if approved) or plan alternative survey dissemination strategies (if disapproved).
- Any dissemination products derived from an SCS-approved survey questionnaire project will need to be approved by the SCS and/or MSUCOM administration.