

SWOG Survey Procedures April 2022

This process document provides clarity and accountability for survey request submissions to SWOG Cancer Research Network and supports SWOG Policy #49.

The executive officer for the digital engagement committees ensures that all SWOG executive officers and committee chairs understand this process, and Policy #49, and manage concerns about the process. The digital engagement chair is responsible for ensuring the policy and procedures are effective and up-to-date and that the working group is established, has the proper membership, and renders decisions in a timely way.

Digital engagement approvals for all survey requests will be decided on within two weeks of the date that a full proposal is submitted to the digital engagement chair for review.

Process Flow

1. Investigator brings survey idea to their committee
2. Executive officer assigned to that committee determines whether the survey meets SWOG criteria:
 - supports a SWOG trial or project
 - receives review and approval by the committee chair and statistician for scientific and statistical validity
3. If criteria are met, executive officers notify the digital engagement chair about the incoming request
4. Digital engagement chair asks the investigator for a proposal that includes:
 - the title of survey
 - background, aims, and objectives
 - survey audience
 - expected outcome
 - and a data protection policy, with a named responsible party, covering all data to be collected
5. Digital engagement chair and digital engagement executive officer also review request to determine if policy criteria are met
6. If the criteria are met, the liaison sends the survey proposal to the subcommittee, which will review the package to ensure that the survey is clear, relevant, is of appropriate length and designed to meet its goals
7. Members of the survey working group render a recommendation and the staff liaison to the digital engagement committee sends that recommendation to the digital engagement chair
8. Digital engagement chair sends the final recommendation, with any necessary explanation, to the requesting investigator, the committee chair, the executive officer, and the SWOG group chair. This recommendation will be conveyed to the SWOG executive advisory committee, which must provide final approval.