



**ISPN**

INTERNATIONAL SOCIETY FOR  
PEDIATRIC NEUROSURGERY

# **ISPN GUIDELINE**

## **Survey distribution requests**

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The ISPN supports surveys of its membership, as part of academic/scientific projects in a variety of Pediatric Neurosurgical topics. In an effort to ensure the quality of surveys, avoid repetition, and ensure the projects have direct relevancy to our membership, the following framework is used to evaluate survey requests.

1. Surveys requests should be sent by email to the Chair of the ISPN Communication Committee, at [ispnoffice@kenes.com](mailto:ispnoffice@kenes.com)
2. A current ISPN member should be part of the team conducting the research/survey – please indicate the ISPN member and copy them on all correspondence.
3. Requests should include a copy of the survey, including any preamble, clinical case materials, and questions and potential answer choices.
4. Where possible, surveys should be reviewed (prior to submission) by a local institutional research board – please indicate that this has been completed.
5. All survey requests will be reviewed by the ISPN Communication Committee, Education Committee, and if appropriate, the ISPN Ethics & Morals Committee.
6. Approved surveys will be emailed to the Membership and a follow-up reminder email sent after 2-4 weeks.
7. The ISPN, in an effort to avoid membership fatigue with regard to email requests, will circulate a maximum of 6 surveys per year to the Membership. The timing of circulation of approved surveys may depend on the number of approved surveys at any given time.
8. The ISPN asks that if your survey results in presentation or publication, that you acknowledge the ISPN and its Membership.

Good luck – we look forward to hearing from you about your great ISPN survey ideas!

