

# STANDARD OPERATING PROCEDURE – SURVEY ENDORSEMENT

**Title:** ISPN endorsed collaborative studies,  
surveys, and registries

**Number:** 12

**Date:** March 2020 - Last review/update: January 2025

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## **Statement of purpose:**

To provide a framework to evaluate survey requests, in an effort to ensure the quality of projects, avoid repetition, and ensure the projects have direct relevancy to ISPN membership.

## **Related issues:**

Encourage member participation/ involvement

## **Context / Committee:**

Research committee, ethics & morals committee, communication committee

## **Details:**

The ISPN supports collaborative scientific activities of its membership, as part of academic/scientific projects in a variety of Pediatric Neurosurgical topics.

These scientific activities include:

- Collaborative studies
- Surveys
- Registries

Each of these activities may be initiated by any ISPN member, and presented via the Research committee's web page, as well as presented on the ISPN newsletter.

In an effort to ensure the quality of projects, avoid repetition, and ensure the projects have direct relevancy to our membership, the following framework is used to evaluate survey requests.

1. Potential project requests should be sent by email to the Chair of the ISPN Research Committee, at [office@ispn.org](mailto:office@ispn.org).

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 project synopsis, a study protocol, local IRB approval from the primary investigator’s institute, and contact information of the primary investigator.
4. Where possible, surveys should also be reviewed (prior to submission) by a local institutional research board – please indicate that this has been completed.
5. All project requests will be reviewed by the ISPN Research Committee, and if indicated, by the ISPN Ethics & Morals Committee too.
6. Approved projects will be presented on the relevant section of the ISPN website (Research) and will be presented to members in the ISPN newsletter (distributed quarterly).
7. Each survey will be presented for 6 months (unless a shorter timeframe is indicated upon submission), with a maximum of 2 surveys at each time point. This is intended to enable a turnover of up to 4 surveys per year.
8. For any project presented via the ISPN Research Committee, the ISPN will be acknowledged in any publication based on this data – including presentations of any kind and publications.

A similar approach applies for collaborative studies & registries to be included in the ISPN website, excluding the limitation in numbers.

**Review period:**

Every 2 years.