



American  
Urogynecologic  
Society

Advancing Female Pelvic Medicine  
and Reconstructive Surgery

Please return the attached form to:  
AUGS Headquarters  
2025 M St. NW, Ste. 800  
Washington, DC 20036  
Fax: (202) 367-2167  
Email: [info@aug.org](mailto:info@aug.org)

## **GUIDELINES FOR AUGS SURVEY DATA**

**Purpose:** This document is intended to detail the process to request permission to survey the AUGS membership and to provide guidelines for data generated by such surveys. These guidelines apply to survey data obtained during any AUGS open meeting forums. The number of surveys distributed at the annual AUGS meeting can not exceed two per year.

### **I. Open Forum Surveys:**

Any open forum survey data obtained through AUGS meetings by vote, electronic keypads or open meeting discussion shall be subject to the following guidelines:

#### ***A. Qualifier before any survey***

Prior to the participation of any open forum AUGS survey, the following statements shall be disclosed to the participants:

- "Participation in this survey is voluntary.
- Any data generated from open forum survey should be acknowledged as non-scientific information because the methods for survey are not scientifically sound.
- Results from the survey shall *not* be used for the promotion of any product or by any industry."

#### ***B. Utilization of Survey Material***

##### ***1. Scientific Presentations / Manuscripts:***

The use of data generated from surveys during presentations at open forum AUGS meetings for the purpose of publication of scientific journals will not be allowed. AUGS recognizes that the data obtained through open forum surveys is likely to be flawed and unscientific. There are no controls on responses and no guidelines for scientific design for this type of survey. Furthermore, there is not an institutional review of any survey of this type. If an individual AUGS member wishes to appeal this for a specific study / manuscript because they feel the data obtained from a general membership survey will greatly impact their individual study, this can be appealed to the Executive Board through the Research Committee Chair on an individual basis.

##### ***2. Industry:***

Data obtained from open forum survey material will not be released to industry for promotion of any product under any circumstance

##### ***3. Lay Press:***

Data obtained from open forum survey will not be released to the lay press or other publications reporting on an AUGS meeting. Individual reporters will be

encouraged to utilize the qualifiers above if they choose to report on data that has been obtained through open forum survey in real time at a meeting.

## **II. Paper surveys distributed at the annual meeting**

AUGS members can propose the distribution of paper surveys at the Annual Scientific Meeting. Two surveys, at most, will be approved for distribution each year.

### **A . Submission of proposed survey and related materials**

1. Questionnaires proposed for distribution at the Annual Scientific Meeting will be reviewed and approved by the AUGS Research Committee. Deadline for submission by the authors is May 1.
2. All survey proposals must be submitted to AUGS Headquarters using the form below. The Research Committee will review proposed surveys.
3. The Research Committee Chair will distribute the proposals to committee members for review. Within **6 weeks** the committee will rule on the proposed surveys and AUGS staff will reply to the applicant via email. If the survey is not accepted, the Research Committee will provide suggestions for improving the survey and communicate these with the survey author.
4. Proposals can be revised and resubmitted but no more than once after the initial request.

**B. Mechanism for distributing surveys:** Surveys will be distributed at the annual meeting by AUGS in the registration packets. Survey author is responsible for printing all surveys and mailing them to the meeting site in advance of the Annual Scientific Meeting. A collection box will be provided by and maintained by the survey author. AUGS personnel will not be responsible to either secure or maintain the collection box.

**C. Funding:** The survey's author will provide funding for the costs of distribution of the survey. The cost of distributing surveys is \$200.

Industry will not be permitted to purchase a booth at the AUGS annual meeting to conduct market research.

## **III. Written/Email Surveys**

AUGS will no longer approve surveys sent to membership via electronic mail, online via the Internet or written formats.

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**The AUGS Research Committee wants to remind those members who propose surveys of the exceedingly low return rate. Historically, web-based surveys have had a response rate of 20-25%.**

## **AUGS Survey Distribution Request Form**

**Survey Author:** \_\_\_\_\_

**Survey Title:** \_\_\_\_\_

**Billing Address** \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Please submit the following information in one Word or PDF document along with this form. Applications submitted with out the following information will not be accepted:**

- ❖ Background: less than ½ pages, summarizing the context for the scientific question to be addressed by the survey
- ❖ Specific Aims: Less than ½ page, specifically stating the aims and/or hypotheses to be addressed by the survey
- ❖ Methods: Less than 1 page, summarizing the rationale for the survey items and the proposed methods of analysis
- ❖ Sample size: Less than ½ pages, summarizing the sample size needed to address the relevant scientific questions.
- ❖ Questionnaire: The proposed survey instrument should be submitted in the exact format intended for distribution to the AUGS members at the annual meeting.

The author of any approved survey is required to provide documentation of IRB approval. Documentation of IRB approval will be required prior to distribution.