[DATE]

Dear Dr. [name],

I am writing to confirm the details of your recent survey request. The American Academy of Neurology ("AAN") is pleased to help you with this project according to the terms of this letter.

The AAN will co-create the survey instrument and facilitate review of the instrument among AAN staff and committees. The AAN will also pull a sample of AAN members for the survey, gather the survey results, analyze the data, and develop a report based on the aggregate data. The AAN will be the sole owner of raw and aggregate survey data and will provide you with a report of the aggregate data.

Before disseminating survey results in any way, such as sharing the aggregate-data report, or including results from the report in theses, dissertations, white papers, posters, presentations, articles, or publications, you will coordinate your efforts with the AAN. This will include obtaining the AAN’s permission to disseminate any results and providing the AAN adequate time to review and approve the materials prior to distribution. In the materials you distribute, you will also acknowledge the AAN’s involvement in the project.

If you are planning to publish an article based on the study, results will be embargoed until publication; however, the AAN may share the results internally during this embargo. You and the AAN will collaborate to develop an article based on the survey report. You will take the lead on writing the article and will be the lead author, and involved AAN staff will be listed as coauthors. You and the AAN will be joint copyright owners of the article.

If one year has elapsed since being provided the survey report and an article is not in the process of being published, the AAN has the right to lift the embargo on results and use the survey report as it chooses, including developing its own article based on the report. In this case, the AAN will acknowledge your involvement in the project and provide you time to review and approve the material prior to dissemination. If the AAN does not hear back from you within a reasonable timeframe, it may develop and disseminate the article without receiving your approval.

The project will begin on [date, year], and conclude by [date, year]. AAN Insights staff will provide you with a requirements and timeline document detailing each party’s responsibilities. If the parties need to continue work on the project beyond [date, year], they will work together to create a revised timeline. Either party may end this project immediately by giving written notice to the other party. The AAN’s copyright rights in the raw and aggregate data, as well as your responsibilities to acknowledge the AAN’s involvement with the project, as described above, will last in perpetuity, even when the project has been completed or if the project ends earlier than expected.

If you agree with the above terms, please countersign this letter (below) and return a copy to Chris Keran (ckeran@aan.com).
Sincerely,

Christopher M. Keran
Senior Director, Member Insights
American Academy of Neurology

I agree with the above understanding:

[Member name] [Date]