The AAN Survey Process: External Requests for Formal Surveys

Request
An AAN member requests help developing and/or sending a survey to other members.

Sponsorship
The member requesting a survey should obtain the sponsorship of a relevant committee to ensure that the data collection activities coincide with the strategic planning efforts of the organization. A list and description of all AAN committees can be found here: https://www.aan.com/membership/committees. The sponsoring committee should identify the specific objectives in their strategic plan which this project would support.

Form
The member should complete the Formal Survey Request Form. This is to get an idea of what the member is requesting, including motivation, goals, a general overview of proposed content, and an idea of how results will be useful. After the completed form is approved by the committee sponsor, it should be emailed to AANDL_Insights@aan.com.

Approval
The request will be reviewed by the Member Research Subcommittee (MRS) for approval. If the survey is approved by the MRS, an Insights staff member will contact the committee staff liaison for next steps.

Survey Process Steps
Typically, a survey will be developed collaboratively by an AAN staff member, the member requesting the survey, and the sponsoring committee. The survey will be sent out via email, postal mail, and/or fax and will use AAN-branded mediums. Insights staff will pull a random sample or population for the survey. AAN staff will analyze data and create a survey report.

The AAN does not allow surveys to be sent by non-AAN staff. Surveys associated with the AAN must be sent out via official AAN mediums.