

The APDVS Research Ad Hoc Committee has been charged by the APDVS Executive Council to review requests for research support and/or collaboration, with the intention of facilitating research that is beneficial to the APDVS, its members, and particularly its mission; avoiding survey fatigue of the APDVS membership; and ensuring that high quality research requests are distributed. Research proposals will be accepted on a quarterly basis (September 1, December 1, March 1, June 1).

Process:

1. Complete the research request form below. The completed form includes submission of your IRB approval or exemption letter, and any supporting documents. If the research includes a survey, interview, or focus group, the instrument that will be used (survey, interview script, focus group facilitator guide) must be included as a Word document.
 - a. Please note that a member of the APDVS must be an active member of your research team.
2. Submissions will be forwarded to 2 members of the Research Ad-Hoc Committee for review. Submissions will only be reviewed if all 3 documents are submitted (proposal form, IRB, and research instrument). The goals noted above will be considered in the review process, along with a standardized evaluation form.
3. You will be notified of the decision regarding your proposal within 4 weeks.
4. If your proposal includes a request for collaboration with the APDVS, the APDVS Research Ad Hoc Committee will identify the appropriate APDVS leadership with whom the research team will collaborate to execute the project.
5. If approved, the APDVS will distribute a call for participation to the designated study population (Program Directors, Integrated Residents, Fellows) via email, including a message from the study PI. 2 reminder emails will be sent to encourage participation. The APDVS Directory will not be shared directly with the study team.
6. The study team will be required to submit the final results to the APDVS for potential presentation at the annual meeting. In addition, any manuscript that results from the project may include authorship from appropriate APDVS collaborators, in keeping with the International Committee of Medical Journal Editors authorship definitions (<https://www.aamc.org/what-we-do/mission-areas/medical-education/away-rotations-interviews-2020-21-residency-cycle>).
7. If your proposal is NOT approved you will receive feedback regarding the reasons for rejection and possibly the opportunity to resubmit with revisions.

Please type the following information so we can begin the process. All fields must be completed.

1. What type of support is the study team requesting of the APDVS? (check all that apply)
 - A. Distribution of survey to study population
 - B. Distribution of call for participants to study population
 - C. Collaboration with APDVS leadership
 - D. Support to collaborate with other organizations
2. The study population includes (please select all that apply):
 - A. Program Directors
 - B. Fellows
 - C. Residents
 - D. Other

*If other please specify:
3. What is the title of your project?

4. Does your research have IRB approval/exemption from the home institution?
YES / NO ***Please provide your institutional IRB approval or exemption letter***

5. What are the research question(s) and objective(s) of the proposed research? (2-3 sentence maximum please)

6. Could you state why you think the answer to this research question will be beneficial to the APDVS, its members and/or the APDVS mission? (3-4 sentence maximum please)

7. What similar papers have you identified in your literature search (e.g. same question explored in other specialties; prior research in vascular surgery specifically)? Describe how your hypothesis and expected findings will be different when compared to these papers.
(5 max, most recent)

8. Does the proposed research have a commercial sponsor or is it intended to support a commercial interest?
YES /NO

9. PI contact name and email:

10. If the PI is not a member of the APDVS, what is the name of an APDVS sponsor who has reviewed your research project and endorses it?

Please send the completed questionnaire, IRB approval/exemption letter, and data collection instrument to APDVS Research Ad Hoc Committee Chair, Brigitte Smith at Brigitte.smith@Hsc.utah.edu, and Joanna Bronson at jbronson@vascularsociety.org.