

Policy and Procedures for Access to APBS Membership Data and other APBS Data Sets 12/02/2014

APBS does not permit the use of its membership list for soliciting, commercial, political, or promotional (marketing and sales) purposes. The APBS Board of Directors will consider requests to conduct research or to survey the membership under the following conditions.

Requirements

1. Person or organization requesting access to membership must be a current individual or agency member of APBS.
2. Based on review of the request, the research or information to be gathered must make a constructive contribution to the field of PBS and/or to APBS as an organization.
3. The number, timing, method and content of the survey and/or research must adhere to IRB policy (as relevant), not conflict with APBS operations including the Strategic Plan or negatively impact participants.

Procedures for Requesting Access to Membership

1. Submit a written request to the Executive Director of APBS as the point person for the Executive Board. The request must include the following information:
 - A. Brief research proposal. Provide the following information, using these section headings. Sections *c* through *i* should not exceed 500 words.
 - a. Title of Investigation/Survey
 - b. Principal Investigators. Provide your name, affiliation, and complete contact information. If the research is a student thesis or dissertation, provide the name, university affiliation, and complete contact information of the faculty advisor. Provide the names and affiliations of all other research team members.
 - c. Purpose of the Research. Describe briefly.
 - d. Research Questions. List each question. Be specific.
 - e. Methods. Describe the study methods concisely. State whether the collected data will be anonymous or confidential, and describe plans to maintain the privacy of participants.
 - f. Sample. Indicate size and characteristics (e.g., 1,000 randomly selected regular members).
 - g. Benefits of the Research. Briefly describe the likely benefit to the field and/or those who are served by it.
 - h. Potential Risks of Participation. Briefly describe any potential risks to participants, and methods that will be used to minimize these risks.
 - i. Potential Publication Outlets.
 - j. Statement of IRB approval (as relevant)
 - B. Appendix of all surveys, questionnaires, and other instruments.
 - C. All other forms to be used, including cover letter(s), consent forms, and postcards
 - D. Signed Memorandum of Agreement. This form must be signed by the APBS member making the request (If the APBS member is not the lead researcher, the lead researcher must also sign this form). If this research is associated with a graduate student's thesis or dissertation, both the student and faculty advisor must sign the form (and, at least one of these two individuals, must be a current member of APBS).

2. Submit all items associated with the request to the Executive Director of APBS (see contact information below). All materials associated with the request MUST be submitted electronically in one electronic correspondence (not piece meal). Upon receipt of the request as stipulated by the Executive Director, the request will be forwarded to the **Executive** Board of APBS for review.

Tim Knoster

Executive Director

Association of Positive Behavior Support

tknoster@bloomu.edu

Requests will be reviewed by the Executive Committee within a reasonable amount of time. A given request may be approved, denied, or approved pending receipt of revisions. Published research based on the use of the sample provided should include an acknowledgment of the role of APBS in supporting the research.

Review Criteria for Research / Survey Sample Requests

1. General
 - a. Is the researcher a member of APBS?
 - b. Does the research conflict with the APBS Strategic Plan or negatively impact the APBS members who participate?
 - c. Is the proposed research in accordance with well-established research methods?
 - d. Does the research make a substantive contribution to APBS?
 - e. Are the time and effort demands placed on participants justified by the importance of the investigation and likelihood of a successful outcome?
 - f. Do materials erroneously suggest APBS support or sponsorship of the study?
 - g. Were all required materials associated with the request provided as stipulated?
 - h. Is the proposal clearly written?
2. Research Plan
 - a. Has the research population been specified?
 - b. Has the research sample and selection process been specified?
 - c. Are the research questions clearly specified?
 - d. Is the plan feasible?
 - e. Will the collected data address the specified research questions?
3. Consent Form and Cover Letters
 - a. Are assurances of confidentiality or anonymity provided?
 - b. Are risks and benefits of participation clearly specified?
4. Survey or Other Instrument
 - a. Are the instructions clear and unambiguous?
 - b. Are survey response options appropriate for the questions?
 - c. Are survey response options mutually exclusive and exhaustive?
 - d. Is the formatting consistent with recommended research procedures?
 - e. Are survey items clear and unambiguous, leading to reliable responses?
 - f. Is the survey too long (e.g., making an adequate response rate unlikely)?
5. IRB Approval
 - a. Documentation is provided of full or expedited approval by an accredited IRB for conduct of the research.
 - b. The IRB protocol number is required to obtain access to all databases.