



Guidelines for Survey Submission September, 2015

The American Academy of Pediatric Dentistry has instituted the following guidelines for survey submission to meet federal requirements and to maintain a high standard for surveys.

1. Surveys must be accompanied by a letter signed by the Program Director (if the survey comes from an institution) ensuring that the survey has been reviewed as is accepted.
2. A formal letter from an Institutional Review Board (IRB) must accompany the survey indicating it has been reviewed and is acceptable for distribution.
3. The target population that is desired to be surveyed must be identified in a cover letter accompanying the survey.
4. All surveys must include the phrase, *“This survey is voluntary and you may choose not to participate.”*
5. A physical copy of the survey should accompany the request.

Thank you for your adherence to these guidelines.