

EPOS Survey Application Guidelines¹

For researchers and institutions wishing to distribute a survey to EPOS members.

1. Background & Rationale

1.1. Introduction

Provide a brief overview of the survey's purpose and significance.

1.2. Supporting Literature & Data

Summarise relevant research, previous EPOS or external surveys, and validated assessment tools used. List references in Section 8.

1.3. Investigator Experience

Outline the investigator's relevant research, publications, or past surveys related to the proposed topic.

2. Objectives

2.1. Primary Objective

Clearly state the main goal of the survey.

Example: To determine the rates of utilisation of gait analysis in the clinical management of ambulatory children with spastic cerebral palsy across North America.

2.2. Secondary Objectives

List any additional research aims, if applicable.

3. Survey Design & Administration

3.1. General Survey Design

Provide an overview of the survey format and methodology.

3.2. Survey Population

Justify the target population and whether the entire EPOS membership or a specific subgroup will be surveyed.

3.2.1. Inclusion Criteria (Example)

- *Must treat more than 10 cerebral palsy patients per year.*
- *Must have at least five years of practice.*

3.2.2. Exclusion Criteria (Example)

- Does not have access to gait analysis facilities.

¹ Approved by the EPOS Scientific Committee in August 2023 (adapted from POSNA survey guidelines).

3.3. Survey Platform & Administration

Specify the platform used (e.g., REDCap, SurveyMonkey) and relevant features.

3.4. Survey Length & Number of Questions

Indicate the estimated completion time and total number of questions, with justification for the length.

3.5. Opt-in/Opt-out Process

Surveys must include a screening question to ensure only eligible participants proceed. Respondents must also have the option to opt in or opt out.

3.6. Follow-up Plan for Responders & Non-Responders

Describe the follow-up strategy, including:

- The number of reminders allowed.
- The method of contact.
- How to prevent unnecessary reminders for those who have already responded.

4. Ethical Considerations

4.1. Confidentiality

State whether responses are anonymous and describe data protection measures, including encryption if applicable.

4.2. Risk & Benefit Assessment

- Potential Risks – Summarise any risks and how they will be minimised.
- Potential Benefits – Describe direct benefits to participants and indirect benefits to the broader scientific community.
- Risk-Benefit Justification – Explain why the benefits outweigh the risks.

Example: The study team believes that the potential benefits of [insert benefits] to [insert population] outweigh the associated risks.

5. Statistical Considerations

5.1. Primary & Secondary Endpoints

Define the criteria for achieving the survey's primary and secondary objectives.

5.2. Measures to Avoid Bias

Describe strategies to minimise observational bias in data collection.

5.3. Statistical Methods

Provide details on the statistical analysis plan. If a power analysis is needed, specify the minimum required sample size. Investigators must submit an example statistical analysis using at least 30 simulated survey responses.

6. Preliminary Report & Publication

6.1. Preliminary Report (within 6 months)

To encourage participation, investigators must provide a preliminary summary of key findings.

Key points to address:

- How respondents will be informed about the report before taking the survey.
- How they will be notified once results are available.
- How access to the report will be restricted to survey participants.

6.2. Publication Plan

Outline plans for submission to journals or conferences.

7. Timeline & Submission

7.1. Timeline

Investigators must follow these deadlines:

- Within 3 months – Preliminary Report submitted to survey responders and the EPOS EBP Committee.
- Within 5 months – Statistical analysis and abstract submission.
- Within 8 months – Manuscript submission.

Include a detailed timeline with deadlines for follow-ups, statistical analysis, and journal submission.

7.2. Submission Process

All survey requests should be submitted to researchgrants@epos.org for evaluation.