



American Bronchoesophagological Association Survey Guidelines & Submission Process

Guidelines revised 7/9/2024

Recent increasing interest in surveying the ABEA membership has necessitated the development of formal guidelines. ABEA recognizes the value of well-designed survey research; to provide useful information for the otolaryngology community and colleagues, a survey should address a novel clinical question.

Reviewing surveys for ABEA membership involves meticulous analysis of applicants' qualifications and adherence to the association's standards, ensuring a robust community of ethical and proficient professionals. Thorough scrutiny guarantees that ABEA maintains its reputation as a trusted resource in clinical care, scientific rigor, and patient advocacy for complex aerodigestive diseases.

What our Members can be Assured: To protect our members from email spam and to elevate the response rate of surveys by our members and for our researchers, the ABEA Research and Education committee have outlined survey criteria. There will be no more than 4 surveys sent to membership, i.e. one per quarter. These will be included as part of the Newsletter when possible. Surveys will undergo a blinded review by the committee, brought to executive leadership for final approval. In turn, we ask our members to be fully engaged in the surveys we do send on behalf of the ABEA.

What our Researchers can be Assured: With a limited number of surveys, we aim to increase the response rate. We value deliberate, thoughtful research, that asks critical questions related to complex bronchoesophagology pathology. Submission deadlines as designated below for expedited review.

Submission Deadlines:

Submission Deadlines	Reviews completed by
January 15	February 1
March 15	April 1
June 15	July 1
September 15	October 1

The proposed survey criteria to be reviewed are summarized below:

- In order to protect our members from email spam, survey should address an important and relevant topic that applies to a majority of the membership and will add to the field/literature.
- The survey should have clearly stated objective(s).
- The survey questions should focus on answering/addressing the survey objective(s) and be designed to generate meaningful statistical analyses; questions should be limited to only those used in analyzing the responses or describing the respondents.
- The survey should not take more than 10 minutes and should have no more than 20 questions (without sub-questions or multiple parts) not including standardized demographic information.
- The invitation to complete the survey must state
 - the number of total questions
 - the anticipated completion time.
- The survey should include a question/function for respondents to decline participation if they do not feel qualified to respond. *Some basic demographic data should be requested from respondents so that those who decline participation can be compared to those who complete the survey, thereby helping assess the ability to generalize the results. (*These questions will not count towards your total number of questions.)
- A letter of support from the ABEA member acting as the survey sponsor should be included with the request to review the survey.
- A letter of approval/exemption from the IRB must be uploaded at the time of request or immediate prior to disbursement to the ABEA Membership.
- A full copy of the planned survey de-identified should be uploaded for the committee review to limit individual or institutional bias to the best of the committee's ability.

[View Approved Standardized Demographic Questions.](#)

[Submit your survey request here.](#)

If you have additional questions, please email ABEA Management at abea@affinity-strategies.com.