

## Survey/Interview Screening and Recommendation Process

*Estimated Time for Recommendation Process is 4-6 weeks*

AIM members are frequently surveyed by research firms, academic institutions, students, nonprofits, government agencies and others seeking information on vaccine distribution, immunization laws/policies, and other areas of program management.

AIM provides a service to its members by screening survey and interview requests sent to program managers and providing a recommendation on whether AIM members should participate.

Those seeking to survey AIM members are requested to complete the *AIM Survey/Interview Screening and Recommendation Request Form*, available on the AIM website ([www.immunizationmanagers.org](http://www.immunizationmanagers.org)). The form gathers information about the purpose and goals of the survey, as well as its funding source.

The completed *Request Form* is reviewed by the AIM Research Committee and the AIM Executive Committee according to the following criteria:

- Is there clear articulation showing significance and purpose of the survey or interview for AIM members?
- Is the overall proposed timeline feasible?
- Are the researcher's objectives and intent for the use of the information aligned with the goals of AIM?
- Is the project unique and not duplicative of other recent or current studies requested of AIM members?
- Are the funding sources clearly articulated and not in conflict with the goals of AIM?

The AIM Research and Executive Committees determine a recommendation on the survey, and the recommendation is communicated to AIM members and all requesting parties.

- **Recommended**- AIM strongly encourages members to participate in the survey/interview because AIM will have direct benefit.
- **Suggested**- AIM suggests members participate in the survey/interview because we have evaluated the survey/interview questions and find it beneficial and in line with AIM's mission and goals. However, AIM does not necessarily directly benefit from the project.
- **Not recommended**- AIM evaluated the project and we find it is being conducted by a group whose mission and goals are not in line with AIM's, or we find that it is not beneficial to AIM membership.
- **No position** - AIM does not have sufficient information to evaluate the project and members should use individual discretion to participate.

It should be noted that individuals and groups receiving a recommended or suggested recommendation are asked to present results to the AIM membership during an AIM Research Review Teleconference, prior to public release of information, and to provide user rights with AIM to the identified results gathered from AIM members.