



Guidelines for Survey Submission September, 2022

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. A formal letter from an Institutional Review Board (IRB) with a recording number is required. The survey must indicate it has been reviewed and is acceptable for distribution. The target population that is desired to be surveyed must be identified in a cover letter accompanying the survey.
- 2.
- 3.
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.