**EAN Survey Proposal Form**

**Procedure:**

1.   The information provided in this form will be reviewed internally to determine if the survey meets EAN’s current requisites. Please send this completed form.doc to scientific@ean.org. We shall then reach out to you, should there be any clarifications needed.

2.    In case the survey meets EAN’s criteria, feedback might still be provided on the content and structure of the questions. The proposer/s shall then revise the survey accordingly and is/are expected to response in a timely and proficient manner.

3.    Once the content is finalized, the EAN Headoffice shall take care of setting up the survey via SurveyMonkey, promoting and launching the study (as soon as a free slot is available) and collecting the data during the indicated timeframe.

4.    You will be informed about the procedure´s stages (e.g., revision, launch, etc.) accordingly via email.

**Important Notes:**

* EAN shall collect and store centrally the raw data received from the survey. Once the data has been processed, EAN shall also receive the end-product of this endeavor (e.g., article, dataset, etc.).
* Please consider the time for EAN approval and survey set-up (around 3 months) when planning your timelines.
* Several feedback rounds are possible before your survey receives EAN´s final approval.
* Surveys with similar objectives may be merged if it is deemed beneficial.
* We kindly expect the authors to get back to the EAN Scientific Department (scientific@ean.org) within a timeframe of 6 months and disclose the data derived end products (e.g., publication; presentation at a congress, etc.).
* Surveys will be anonymous, but respondents will be offered the possibility to disclose their email address, were they interested in participating in EAN´s special draws to be eligible for a free congress registration.

In case of any questions, please contact scientific@ean.org.  
Further information on how to complete this form can also be found [here](https://www.ean.org/fileadmin/user_upload/ean/ean/research/Surveys/EAN_Survey_Proposal_Form_INSTRUCTIONS.pdf).

**Part I: General Information**

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| **Proposer Name/s** |  | | |
| **Email Address/es** |  | | |
| **Please indicate the name of all the Committees/Taskforces/Panels/Working Group/Societies which is/are planning this Survey.** |  | | |
| **If this Survey were to be submitted by individual members only, please also indicate this accordingly.** |  | | |
| 1. | | | |
| **Title of the Survey** | | | |
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| **Rationale & Objectives**  Please describe the specific purpose and secondary aims of the survey. | | | |
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| 2. | | | |
| **Please provide a short paragraph describing previous results/studies conducted in the field** | |  | |
| **Are there any similar surveys already existing?** *(please indicate one answer)* | | **No** |  |
| **Yes** | Although previous studies/similar studies exist, this survey still needs to be conducted because: |

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| --- | --- | --- |
| **3.** | | |
| **Design**  Please briefly mention the total number and type of questions/items in your survey | | |
|  | | |
| 4. | | |
| **Target Respondents** Who shall be asked to answer the survey? | | |
| **Target Respondent Group** Please indicate the EAN specific group/s which should receive the survey. |  | |
| **Target Profile** Please specify the target demographic profiles of the survey respondents. |  | |
| **5.** | | |
| **Survey Outcome** | | |
| **Planned Statistical Analyses** |  | |
| **Utility of Survey Results** |  | |
| **Are the results planned to be published in the EJoN?** | Yes | No  If your answer is no, please briefly explain your reasons and kindly disclose the name of the alternative Journal. |

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|  | 5.1. |  |  |
| **Contribution to** [**Brain Health**](https://www.ean.org/ean/advocacy/brain-health/brain-health-strategy) **and current** [**research agenda gaps**](https://onlinelibrary.wiley.com/doi/10.1111/ene.16171)Multiple answers are possible | | | |
| **Brain Health potential contributions** | | **Research agenda gaps** | |
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| **Research Impact**  Briefly describe the impact of your research beyond academia (e.g., patients, lay public, etc.) |
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**5.2.**

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| **Which EAN Committee/ Task Force/ Working Group  can also benefit from your survey outcome?** Multiple answers are possible | | | |
| **Communication** | | **Scientific** | |
|  | Communication Committee |  | Scientific Committee |
| **Congress** | |  | Guideline Production Group |
|  | Programme Committee |  | Science School Task Force |
| **Education** | |  | Task Force on General Neurology |
|  | Education Committee |  | EANcore COVID-19 |
|  | e-Learning sub-Committee |  | Teleneurology Task Force |
|  | Joint Education Board | **Membership** | |
|  | Neurology & Africa Task Force |  | Resident and Research Fellow Section |
|  | Mentorship Task Force |  | Student Task Force |
|  | Pre-graduate Curriculum Task Force |  | |
|  | Teaching Course sub-Committee |
|  | **Other:** | | |

**5.3.**

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| **Which EAN Stakeholder/s could also be interested in your survey outcome?** Multiple answers are possible | | | |
| **Subspecialty Societies** | | **Patient Organizations** | |
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|  |  |  | Other organizations |
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| **If other EAN Stakeholder(s) could benefit from your survey, please specify how they can be involved and propose further questions** | | | |
|  | | | |

**Part II: Survey Questions**

Below you will find a button to upload your survey file. Please be sure that all your planned questions are included and that a description of the questions (i.e., multiple choice, checkbox, scale, open-text, etc.) as well as the selection of answers (if applicable) is clearly specified.

This will save significant time when it comes to setting the survey in the online system. Thank you!

**Example:**

*1. How many genetic analyses are you ordering per year?*(Multiple choice – one answer)  
 *a) <10  
  
b) 10 - 50  
  
c) 51 – 100  
  
d) I never order genetic testing*