I. Policies and Procedures

Organizations and/or individuals wishing to conduct research involving AOSW members shall meet the following requirements:

A. An AOSW member must be listed as key personnel on the project (Principal Investigator, Co-Investigator)

B. The proposal must be relevant to the interests and mission of AOSW. It should reflect objectives and priorities listed in the most recent version of AOSW’s strategic plan.

C. The study must be approved by an Institutional Review Board (IRB) and the IRB approval letter and research materials (e.g., copies of surveys, specific aims, research plan/protocol) made available for AOSW files.

D. When access to AOSW membership is requested, and upon approval of the proposal by the Research and Knowledge Development Committee, the Research Director will notify the Principal Investigator and the AOSW Executive Director and Communications Committee Chair that the project has been approved.

E. Upon approval, the Principal Investigator may use an e-Blast to announce the study and provide a link to the survey via the Internet, after coordinating with AOSW staff, Communications Director, and paying applicable fees. In addition, the member may post one initial announcement about the study on SWON. The Principal Investigator may add two follow-up reminders for each medium (i.e., eBlast and SWON). The member will be responsible for drafting the announcement and having it approved by the Research Director prior to posting in an eBlast or on SWON.

F. The Principal Investigator will acknowledge AOSW in written and oral presentations of their work and ensure appropriate authorship according to amount of work provided by other AOSW members. In addition, it is expected that the Principal Investigator provide a summary of his/her research findings and disseminate to the greater AOSW membership in consultation with the Research Director and Communications Committee Chair.

G. Authorship among participating members should be decided prior to data collection.
H. While the data collected from study participants are the property of the Principal Investigator(s), allowing access to participating institutions is encouraged.

Organizations and/or individuals wishing to apply for research support (funding or in-kind) from or through AOSW shall meet the following requirements:

A. Proposals for consideration are to be submitted to the Research Director, who will review the proposal with the Research and Knowledge Development Committee and then seek approval from the AOSW Board of Directors.

B. The proposal must be relevant to the interests and mission of AOSW. It should reflect objectives and priorities listed in the most recent version of AOSW’s strategic plan.

C. Budget requests for indirect recovery costs from AOSW may not exceed 10%. Research proposals submitted to external funders by or on behalf of AOSW must include in their budget a request for 25% indirect cost recovery for AOSW.

D. Projects requiring administrative support from AOSW must include appropriate allocations in their budgets to compensate AOSW at a rate of $65/hour, or as negotiated with AOSW.

E. Authorship plans for manuscripts and/or reports should be delineated prior to data collection.

II. Procedures for Research Projects

A. Investigators must complete the AOSW Research Application Form for consideration that contains:
   a. A research abstract outlining the purpose and aims of the project, including a statement of relevance of the project to AOSW and its mission and/or strategic plans
   b. Copy of all research instruments/measures
   c. Copy of the IRB approval letter
   d. Communications plan for recruitment and dissemination of research findings