**GIPS SOP: Surveys**

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1. Any GIPS member in good standing can submit a request to disseminate a survey by contacting the GIPS website editor, who will ensure that the survey has a link that can be sent in an email blast.

2. Results of surveys sent out to members through an email blast should not be regarded as representative of GI pathologists, nor should it be regarded as authoritative. For this reason, GIPS (or any reference to a GI pathology society) should not be mentioned in any publication that may come from a survey.

3. The member requesting a survey to be sent to GIPS members must fill out the application form below.

4. The application along with the survey will be reviewed by the officers of GIPS: President, President-Elect, and Vice President. This group will decide whether the survey is suitable to be sent to GIPS members.

The criteria for review include but are not limited to:

a. The survey should not be sponsored by a commercial entity

b. The survey should cover topics relevant to GI pathologists

c. Consideration will be given to whether or not a survey addressing the same topic has been distributed within the last year

5. If approved, the survey will be sent to GIPS members with the information provided in the application, as well as the following GIPS disclaimer: “This survey is being sent at the request of a GIPS member, but is not sponsored or endorsed by GIPS.”

6. Surveys will be addressed and sent to members in a first come, first served basis.

7. The timing of sending the survey is at the discretion of the GIPS officers, and may be affected by having other surveys in the queue, including surveys that the GIPS officers themselves wish to send to members, and the need to be considerate of the members’ time.

8. At most, one reminder will be sent to the members, reminding them to fill out the survey.

9. The results of the survey must be shared with GIPS by sending them to the website editor.