



DAS Members' Survey Guidelines

Survey Proposal Template

This template is designed to make the survey proposal process as clear and transparent as possible. We know that at first glance the criteria might seem demanding but they're here to help, not hinder.

Each section is included to give your proposal the best possible chance of being accepted and of producing survey results that are meaningful and useful to the wider DAS membership. The criteria ensure that all proposals are considered consistently and fairly, and that the surveys we run are well thought out, relevant, and likely to reveal valuable insights.

So while it might feel like a lot at first, the structure is there to support you - to clarify your ideas, strengthen your proposal, and help you get the most out of your work.

1. Basic details

- **Title of the Survey Proposal**
- **Corresponding Applicant** [Your Name, Job Title, Organisation and DAS Membership Number]
- **Survey Sponsor** [Name, Job Title, Organisation and DAS Membership Number] *Must be a Consultant, Staff Specialist, Associate Specialist Grades, or equivalent grade.*
- **Survey Authors** [Names, Job Title, Organisation, Email Addresses] [max 6 in total]
- **Date**

2. Survey topic

3. Summary *Provide a concise overview to explain purpose and key objectives of the survey to potential survey participants. A statement about the value and relevance to DAS members should be included. [Character limit - 300 characters with spaces].*

4. Introduction *[Character limit - 1000 characters with spaces].*

- **Background Information:** Contextualise the need for the survey.
- **Problem Statement:** Clearly define the issue or gap the survey aims to address.
- **Objectives:** List the specific goals the survey intends to achieve.

5. Literature Review *[Character limit - 750 characters with spaces].*

Summarise existing research or surveys related to your topic. Highlight gaps or areas that your proposed survey aims to explore further. This demonstrates the relevance and necessity of your survey. Maximum 5 references.

6. Survey Design Criteria

- With a potential future publication in mind, please consider how your work will map to the CROSS checklist - <https://www.equator-network.org/reporting-guidelines/a-consensus-based-checklist-for-reporting-of-survey-studies-cross/>
- **Question Count:** *Limit the survey to a maximum of 15 questions, ideally aiming for 10, to ensure respondent engagement and data quality.*
- **Clarity and Neutrality:** *Formulate questions that are clear and unbiased, avoiding ambiguity and leading language to elicit accurate responses.*
- **Avoid Absolutes:** *Refrain from using absolute terms such as “every,” “always,” or “all,” as they may not accurately capture respondents' experiences.*
- **Preferred Question Types:** *Utilise closed-ended questions (e.g., multiple choice) to facilitate analysis and interpretation of responses.*
- **SurveyMonkey Limitations:** *Be aware that the DAS survey system's integration with SurveyMonkey supports only three question types:*
 - Single Choice
 - Multiple Choice
 - Open (text)
- **Open-Ended Questions:** *If included, limit open-ended questions to no more than two and position them at the end of the survey to minimise respondent fatigue.*
- **Response Scales:** *Implement a 4–6 point scale for questions requiring a range of responses, ensuring labels are clear and evenly spaced to accurately capture the spectrum of opinions.*
- **Skip Logic:** *Given the absence of automatic skip logic in the survey design, provide clear instructions within the question text to guide respondents to subsequent relevant questions. Alternatively, include a “Not Applicable” option where appropriate.*

7. Limitations *Discuss the limitations of the study, considering sources of potential biases and imprecisions, such as non-representativeness of sample, study design, important uncontrolled confounders*

8. Conflicts *Declare any potential conflict of interest. There must be no commercial advertising in the survey.*

9. Copy of the proposed survey questionnaire (Microsoft Word document)

10. Please read the below guidance on the survey submission and review process

Please submit all survey proposals and queries to: surveys-coordinator@das.uk.com



Submission and Review

All submitted surveys will undergo a peer review process conducted by the DAS Committee to ensure that only high-quality, relevant, and useful surveys are distributed to our membership. This process acknowledges the value of our members' time and aims to respect it.

Each survey will be evaluated based on the following criteria: originality, applicability, relevance, construction, and format. Reviewers will also assess the overall presentation of the survey.

The peer review process typically takes up to four weeks from the date the survey proposal is submitted. Applicants will be notified when their survey proposal has been sent for assessment and when a decision has been reached. If there is an excessive delay in receiving feedback, please check your email's spam folder.

Outcomes of the Review

- **Accepted Surveys:** If a survey is accepted, a SurveyMonkey weblink will be sent to the selected membership category. The survey will remain active for six weeks, with automatic reminders sent to non-respondents. There will also be regular reminders via DAS social media accounts. After the survey closes, the applicant will receive the results in an Excel file and is expected to analyse them and submit a report to the DAS committee within 3 months.
- **Surveys Returned for Revision:** If a survey is returned for revision, the reviewers will provide a summary of recommendations. The applicant is expected to amend the survey in accordance with these recommendations and resubmit it for review. There is no additional fee for resubmission. If the assessors approve the amendments, the survey may be accepted for distribution. Only one resubmission is permitted. If the recommended revisions are not appropriately made, the survey is likely to be rejected.
- **Rejected Surveys:** Surveys may be rejected for various reasons, including topics that are not relevant or widely applicable to the DAS membership, topics that have been recently surveyed, or surveys that are poorly designed or worded.

Dissemination of completed survey findings

- **Survey report submission:** A structured summary report of the survey findings must be submitted to DAS within 3 months of the survey closure. Please liaise with the DAS Survey Coordinator before submitting any survey-related work to a peer-reviewed journal to ensure appropriate coordination.
- **Survey report structure:** The report should be structured and include a title page, abstract, introduction, method, results, discussion, and relevant references. The presentation of results should be made accessible through tables or charts. This report is intended to support the authors in refining their work and progressing toward a publishable version of the survey results.
- **Acknowledgement:** All abstracts, oral or poster presentations, publications, and reports resulting from the survey must acknowledge the support of the Difficult Airway Society (DAS).
- **Logo usage:** Any DAS disseminated survey should include the current version of the DAS logo which will be provided for this purpose.



- **Authorship standards:** The authorship of any outputs must adhere to the recommendations outlined by the International Committee of Medical Journal Editors (ICMJE)¹. This includes appropriate attribution of credit and transparency in contributions.
- **DAS Annual Scientific Meeting:** Applicants are encouraged to submit their survey findings as abstracts to the DAS Annual Scientific Meeting. Surveys that are of high quality and accepted by the local organising committee may be selected for highlighted presentation at the DAS Annual Scientific Meeting.
- **Non-DAS meetings:** If the applicant intends to submit the results to a non-DAS meeting for a presentation, please liaise with the DAS Survey Coordinator before submitting any survey-related work to ensure appropriate coordination
- **DAS website:** A brief summary (if the survey is published in a peer reviewed journal) or the full survey report may be published on the DAS website.
- **Non-submission clause:** If a survey report is not submitted within 3 months, DAS reserves the right to analyse and report the survey results in a manner it deems appropriate, with or without additional input from the original applicant.

¹<http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>