SOAP SURVEY RESEARCH TIMELINE

The following timetable is created to help provide a timeline guide for prospective SOAP survey researchers.

All new survey requests are reviewed twice per year. Any new protocol submitted after the deadline will be considered in the next review cycle. All submissions must be accompanied by a letter of approval or waiver by the IRB/REB.

For SOAP abstract submissions in late January or February of the following year, prospective principal investigators could use either the spring or fall cycle. However, the spring cycle is recommended for those seeking the earliest timeline to allow sufficient time to complete survey development, IRB/REB approval, peer-review, revision, survey distribution, data collection, and analysis.

Fall Cycle	Spring Cycle	SOAP Investigator	SOAP HQ Team	SOAP Research Committee
Sep 1	**Mar 1**	Deadline to submit SOAP survey and protocol	SOAP HQ team will compile all submissions	
				Reviewers will review/score survey
Oct 1	**Apr 1**	Notification of decision: approved, revision required or rejected		
		If revision required Investigators will revise survey/protocol **within 4 weeks**	For approved surveys, SOAP HQ team will facilitate post-approval activities and work on survey for distribution to the target population specified by the investigators. It may take up to three weeks for members to receive the survey link following approval.	
Nov 1	**May 1**	Deadline to submit revised survey/protocol		
				Reviewers will review revised survey / protocol.
Dec 1	**Jun 1**	Notification of decision: approved, revision required If additional revision required, must be completed **within 2 weeks** or survey distribution may be significantly delayed.		
			For approved surveys, SOAP HQ team will facilitate post-approval activities and work on survey for distribution to the target population specified by the investigators. It may take up to three weeks for members to receive the survey link following approval.	
Jan – Feb	**Jul – Aug**		6-8 weeks before the next submission deadline, the SOAP HQ team will send a reminder to all members about the upcoming deadline.	