



The American Academy of Family Physicians National Research Network and its sub-networks (collectively known as the AAFP NRN) take members and their information very seriously. The following document outlines the policy and process for communicating with members of the AAFP NRN.

Please note that this policy only pertains to members of the AAFP NRN. The AAFP NRN cannot endorse or share outside research requests with the full membership of the AAFP.

### Frequency of Communications to AAFP NRN Members

Members of the AAFP NRN are regularly contacted with information on potential study opportunities. They are under no obligation to respond to these announcements.

The AAFP NRN tries to limit communications to its members to one per week, when at all possible, so that members are not overburdened.

### Opting Out of Member Communications

Members who receive communications from the AAFP NRN have the option of opting out of future communications. To do so, they are instructed to either contact an AAFP NRN staff member or click on the opt-out request at the bottom of any AAFP NRN study announcement.

### Member Contact by Outside Entities

The AAFP NRN will never sell or make available specific member mailing information, including e-mail addresses, to outside organizations under any circumstances.

There are cases in which the AAFP NRN will share messages from outside groups with its members if the subject benefits the discipline of family medicine and members of the AAFP NRN. **All correspondence to AAFP NRN members will be distributed by the AAFP NRN. All requests are subject to approval by the AAFP NRN, which reserves the right to reject any request at any time.**

### Request to Contact AAFP NRN Members

An organization or individual that would like the AAFP NRN to endorse and promote a project will be asked to follow the steps outlined below. Please allow four weeks for review and approval of the survey and the invitation wording.

1. Submit the pretested instrument and the objectives of the study to the AAFP NRN research communications manager, who will forward them to the AAFP NRN Leadership Group for review and approval.
2. If the survey is approved for distribution by the AAFP NRN Leadership Group, develop an invitation using a template provided by the AAFP NRN research communications manager. Final content must be approved by an AAFP copywriter and may be edited to reflect the voice of the AAFP.
3. Work with the AAFP NRN research communications manager to select a distribution date. Only one initial message and one follow-up message will be distributed. Please allow at least two weeks in between the initial invitation and the follow-up message.\*

*\* Note that a scheduled message can be rescheduled at any time, based on the distribution calendar, at the discretion of the AAFP NRN research communications manager and/or Leadership Group.*

*Last Reviewed January 2017*

