



Standard Operating Procedure (SOP): Handling Requests for Survey Distribution via IFSO EC

1. Purpose

This SOP outlines the procedure for handling enquiries and requests submitted to the IFSO European Chapter Executive Council (IFSO EC) concerning the promotion or distribution of surveys in the field of metabolic bariatric surgery (MBS) and treatment of severe obesity. The objective is to ensure consistency, transparency, and scientific integrity in assessing and responding to such requests.

2. Scope

This SOP applies to all survey distribution requests addressed to IFSO EC by individual investigators, research groups, institutions, or affiliated organizations.

3. Responsible Body

The Scientific Committee (SC) of IFSO EC is the primary body responsible for reviewing survey-related enquiries and determining the appropriate course of action. The President of the EC may be consulted by the SC for guidance or final endorsement, when deemed necessary.

4. Procedure

4.1 Submission of Request

Requests must be submitted in writing to the IFSO EC Secretariat and must include:

- 1. Full details of the Principal Investigator(s) (PI) who must be an IFSO member**
- 2. A copy of the survey instrument**
- 3. The purpose and scope of the survey**
- 4. Target audience and method of distribution**
- 5. Timeline and intended use of data (including publication plans, if applicable)**
- 6. For Option 2 the link to the survey has to be provided**

4.2 Review and Decision

The SC will evaluate the request and determine whether the survey meets the standards and objectives aligned with IFSO EC's mission. Based on this evaluation, one of the following two options may be offered to the PI:

5. Options for Collaboration

Option 1: Official IFSO EC Survey

The survey will be designated as an official IFSO EC survey.

Scientific Oversight:

The SC reserves the right to assess the scientific quality and relevance of the survey.

Revisions may be requested to ensure alignment with best practices and IFSO EC priorities.

Authorship and Attribution:

If the survey results in a publication, the Chair of the SC and the President of IFSO EC will be included as co-authors, acknowledging their contribution to the review and endorsement process. Depending on the survey content and investigator participation, other additional authors from IFSO EC may be added according to the ICMJE authorship criteria. The authorship plan will be made in collaboration with the original survey investigators fully acknowledging their initiative and preliminary work.

Financial Terms:

No financial contribution is required from the PI(s).

Labeling and Dissemination:

The survey will be labelled and promoted as an “Official IFSO EC Survey” through appropriate communication channels.

Option 2: Endorsed Survey

The survey will receive formal endorsement by IFSO EC.

Scientific Oversight:

The survey proposal is evaluated by the SC to fulfill the criteria and quality for IFSO EC endorsement. No other scientific review, modification, or input will be provided by the SC.

Authorship and Attribution:

There will be no authorship or co-authorship claims by members of the SC or EC.

Financial Terms:

A financial contribution will be requested from the PI(s) to support administrative and promotional costs associated with the endorsement (300€).

Labeling and Dissemination:

The survey will be marked as “Endorsed by IFSO EC” and shared as such through IFSO EC platforms.

6. Final Decision and Communication

Once the SC has determined the appropriate path (Option 1 or 2), the decision will be communicated in writing to the PI(s) by the IFSO EC Secretariat, along with any applicable terms, conditions, and

timelines. In case of multiple requests for surveys, the SC, along with ExCouncil, will decide on the prioritization and timeline.

7. Records and Documentation

All related correspondence, decisions, and supporting documents will be archived by the IFSO EC Secretariat for transparency and audit purposes.

8. Review and Amendment

This SOP will be reviewed annually or as needed by the IFSO EC to reflect evolving standards, organizational priorities, or structural changes.

APPLICATION FORM

Full details of the Principal Investigator(s) (PI) *:

IFSO Member*: ☐ YES ☐ NO

Institution/Society (if any):

Address*:

City*: State: ZIP:

E-Mail*:

Title of the survey*:

Target Audience*:

Date of Distribution*:

Link to the survey (Option 2):

****Mandatory field***

Please attach a copy of the survey along with the following information:

- Purpose and scope of the survey
- Intended use of data (including publication plans, if applicable)

BILLING INFORMATION*

Name (person/company/institution):

VAT:

Email:

Date

Signature Survey Director
