

# Indiana Music Education Association (IMEA)

## Research Survey Distribution Procedures & Review Policy

IMEA supports high-quality survey research that advances music teaching and learning in Indiana and provides clear value to IMEA members. This policy establishes a fair, transparent process for reviewing requests to distribute research surveys to IMEA members through IMEA's official communication channels, while protecting members from excessive email volume and ensuring ethical, member-centered research practices.

### 1. Purpose

IMEA will consider requests that meet professional standards for educational research, including appropriate institutional review board (IRB) oversight and a clear description of the task being requested of IMEA members. This policy is informed by NAFME's Research Survey Assistance framework (NAFME, Research Survey Assistance).

### 2. Scope

This policy applies to survey research requests seeking distribution to IMEA members via IMEA-administered email dissemination(s).

This policy does not cover:

- Marketing, sales, or vendor promotions (including links to product sales pages).
- Petitions, political campaigning, fundraising, or lobbying.
- General announcements or recruitment not connected to an IRB-vetted research project.

### 3. Distribution windows and submission deadlines

IMEA will consider survey distribution in three cycles each year:

- Fall Distribution Cycle: submissions due September 15 (for Fall distribution).
- Spring Distribution Cycle: submissions due January 15 (for Spring distribution).
- Summer Distribution Cycle: submissions due May 15 (for Summer distribution).

Requests received after a deadline will be reviewed in the next cycle.

### 4. Capacity limits

To manage member burden and protect the value of IMEA communications, IMEA will approve a maximum of three (3) surveys per semester for email distribution. If more than three eligible applications are received in a cycle, IMEA will rank submissions using the rubric in Section 9 and approve the top-scoring proposals.

## 5. Review committee and roles

The IMEA Research Survey Review Committee will include:

- IMEA Research Chair (serves as Committee Chair).
- Two (2) members from the Indiana Society for Music Teacher Education (ISMTE).

The Committee will verify eligibility and completeness, apply the rubric, render a decision, and communicate outcomes and any required revisions to applicants.

## 6. Eligibility requirements

Applications must meet all requirements below to be reviewed:

1. Ethics / IRB: Submission must include the IRB protocol and approval documentation (or documented exemption/waiver, as applicable).
2. Survey readiness: The complete survey instrument to be disseminated must be included at submission.
3. Member-centered design: The request must be appropriate for IMEA members and transparent about time-to-complete, topic, eligibility, consent, and data handling.
4. Non-commercial content: Requests may not be primarily commercial or promotional, and may not include links to product sales pages.
5. Indiana alignment: Preference is given to projects led by IMEA members and/or affiliated with Indiana-based institutions, particularly when the number of eligible submissions exceeds semester capacity.
6. Out-of-state graduate student applicants: If the lead researcher is a graduate student enrolled at an out-of-state institution, the application must include a sponsor from an Indiana university music education faculty member. Sponsor name and contact information must be included with the submission.

## 7. Required application materials

Applicants must submit the following information for committee review. All Applications and materials must be submitted to the IMEA Research Chair, who will distribute them to evaluating ISMTE members.

### 7A. Researcher Information

Required fields:

- Name
- Email
- IMEA Member Number
- Phone Number
- Institution Affiliation
- Professional Status

Additional requirement for university student researchers: provide the academic advisor’s name, NAFME ID, email, and phone number.

## 7B. Content Information

Provide Project Title and a single PDF that includes BOTH:

- IRB protocol (including approval documentation).
- Complete survey form to be disseminated.

Also include the following sections with the stated word limits:

Section	Word limit
Abstract	No set limit (recommend ≤ 150 words)
Background, Purpose, and Rationale	≤ 250 words
Research Question(s)	≤ 250 words
Targeted Respondent Population	≤ 250 words
Procedures (including contact strategy)	≤ 250 words
Benefit to NAFME/IMEA membership	≤ 150 words

## 8. Review timeline & schedule

IMEA will render decisions approximately 3–4 weeks after each submission deadline, dependent on volume. Decisions include:

- Approved (eligible for scheduling).
- Approved with Required Revisions (edits required before scheduling).
- Declined (not approved for distribution in this cycle).

If declined, applicants may revise and resubmit in a future cycle.

### Timeline at a glance (submission → review → dissemination)

The following timeline summarizes the typical sequence of steps from submission through dissemination. Exact dissemination dates depend on cycle volume and IMEA communication scheduling.

Step	What happens	Typical timing	Decision / output
1. Submission deadline	Complete application received by IMEA	Sept 15, Jan 15, or May 15	

2. Eligibility check	Committee confirms required materials (IRB + full instrument) and compliance with policy	Within ~1 week of deadline	
3. Rubric review	Committee scores eligible submissions using the rubric; ranks if volume exceeds capacity	Weeks 1–3 after deadline	Approved / Approved with Required Revisions / Declined
4. Scheduling & dissemination date set	IMEA assigns a dissemination date (within the cycle) and confirms final email copy/link	Immediately after approval	Scheduled dissemination date provided
5. Dissemination (two sends)	IMEA office emails members (initial + one follow-up reminder)	Typically within 2–6 weeks of approval (cycle-dependent)	Survey invitation distributed (2 total sends)

## 9. Evaluation rubric

Eligible submissions will be scored using the IMEA Survey Review Rubric (maximum score: 100).

Criterion	Points	What reviewers look for
Ethical compliance & documentation	20	IRB approval/exemption is clear; consent language is appropriate; risks are minimized; data handling and confidentiality are addressed.
Benefit to IMEA membership	20	Clear, specific, credible value for IMEA members and/or Indiana music education; plan to share results in a member-facing format.
Respondent burden & respect for members	15	Reasonable time-to-complete; survey length/design respects educator workload; incentives (if any) are ethically framed.
Research clarity & alignment	15	Rationale and research questions are coherent; constructs are defined; survey method is appropriate for the questions posed.
Sampling plan & targeted population	10	Target population is clearly defined; inclusion/exclusion criteria make sense; distribution request matches the needed sample.

Instrument quality	10	Items are clear and unbiased; response options fit items; branching/logic is accurate; measures align to research questions.
Feasibility & dissemination readiness	10	Submission is complete/polished; requested timing is reasonable; email copy is ready (or nearly ready) for IMEA office deployment; link/platform is functional.

Automatic disqualifiers (regardless of score):

- Missing IRB documentation (or documented exemption/waiver).
- Primarily commercial/promotional intent.
- Request does not align with IMEA dissemination rules (Section 10).

## 10. Dissemination rules

7. Number of email sends: IMEA will distribute no more than two emails per approved survey (one initial invitation and one follow-up reminder).
8. Sender: All survey emails will be sent from the IMEA office (not from individual researchers).
9. Member privacy: IMEA will not provide member email addresses to researchers; members will be directed to an external survey platform via a link.
10. Content approval: IMEA reserves the right to approve all content prior to transmission and to deny requests that include non-research-related material and/or links to product sales pages.

Required disclaimer (to be included in the email text):

“This invitation is sent as a service to the profession by the Indiana Music Education Association (IMEA), as part of our ongoing efforts to support research in music education. The sending of this invitation does not constitute endorsement of the content or quality of the research project for which this invitation is sent by IMEA.”

## 11. Researcher responsibilities after approval

- Use the committee-approved survey instrument and email language (submit any material changes for approval).
- Provide the IMEA office with the final survey link and final email copy by the scheduling deadline communicated for that cycle.
- Notify IMEA immediately if IRB status changes.
- Provide a brief results summary to IMEA for member-facing sharing (recommended; may be required depending on the proposal’s stated member benefit).

## 12. Records and transparency

IMEA will maintain internal records of submitted applications, rubric scores, decisions, and distribution dates. Committee deliberations and scoring notes are internal; applicants will receive a decision and, when feasible, concise revision guidance.

### Appendix A. Submission checklist (for applicants)

- Researcher information fields (and advisor information if student).
- Project Title.
- One PDF containing IRB documentation and the full survey instrument.
- Abstract; Background/Purpose/Rationale ( $\leq 250$ ); Research Questions ( $\leq 250$ ); Target Population ( $\leq 250$ ); Procedures/contact strategy ( $\leq 250$ ); Benefit to membership ( $\leq 150$ ).
- Acknowledgement: maximum two IMEA email sends (initial + follow-up) sent by the IMEA office.

Reference: National Association for Music Education (NAfME). "Research Survey Assistance from NAfME." <https://nafme.org/publications-resources/research/>