
SURVEY SUBMISSION EVALUATION GUIDELINES FOR REVIEWERS

PURPOSE

These guidelines are designed to provide a clear and comprehensive framework for the review, evaluation, and ranking of surveys submitted to Pediatric Emergency Research Canada (PERC) for distribution to pediatric emergency medicine physicians across Canada through our network. While primarily intended to guide survey submission review, these guidelines also serve as a valuable resource for informing the content of applications submitted by individuals/teams.

These guidelines aim to streamline the evaluation and selection process for the benefit of all invested parties. By adhering to these guidelines for evaluation, PERC aims to prioritize surveys that align with its mandate and are clinically relevant to the practice of pediatric emergency medicine. This process is intended to facilitate the development of high-quality, meaningful, and impactful surveys, ultimately contributing to the advancement of future collaborative research within our network.

Beginning in 2025, access to the PERC survey distribution list will be a competitive process. The scoring of survey applications outlined below will support the PERC Executive and reviewers in evaluating and ranking applications in accordance with PERC's mandate. There will be two competitions per year. Please consult the PERC website for key competition-related deadlines.

EVALUATION CRITERIA

Survey submissions are evaluated based on the specific criteria. Reviewer evaluations will be collected via an online form. Reviewers will consider the following evaluation criteria when evaluating a submission:

CATEGORY & ADJUDICATION CRITERIA			SCORING	WEIGHT	WEIGHTED SCORE
Relevance and Impact					
	Significance	Topic is congruent with PERC's mandate	1-10, low to high	0.25	2.5
	Clinical Relevance	Survey focus has importance to PEM clinical practice	1-10, low to high	0.25	2.5
	Potential Impact	Survey likely to inform/influence current practice and/or lead to future research/grants	1-10, low to high	0.5	5
Methodological Design *					
	Overall Survey Tool Development	Utilize a framework to develop survey/ use previously validated tool	1-10, weak to strong	0.5	5
	Item Generation	Pre-testing, sensibility testing, pilot testing	1-10, weak to strong	0.5	5
	Item Design	Questions only address one issue or concept at a time. Response choices are mutually exclusive and exhaustive	1-10, weak to strong	0.25	2.5
	Reliability & Validity	Survey questions measure what they are intended to; Methodology demonstrates validity assessment	1-10, weak to strong	0.25	2.5
	Analysis Plan	Describes an appropriate analysis plan, including statistical tests to be used, potential engagement of statistician	1-10, weak to strong	0.5	5
	Overall Design & Flow	Easy to navigate layout with logical flow and clear instructions for respondents	1-10, weak to strong	0.5	5
	Feasibility	Appropriate length & time for survey completion (~10-15 min max); Proof of pre-testing for length provided	1-10, weak to strong	0.5	5
Equity, Diversity, Inclusion, and Indigeneity (EDII)					
	EDII Considerations	Thoughtful considerations of equity, diversity, inclusion, and Indigeneity, as it pertains to the survey subject matter and respondents	1-10, weak to strong	0.5	5

	Accessibility of Survey	States that survey is, at minimum, translated to both official Canadian languages (English & French) using proper translation tools/techniques	1-10, weak to strong	0.5	5
TOTAL			Max points 120		Max score 50

** If the submission utilizes a previously validated tool, then full marks should be awarded for Item generation, Item design, reliability and validity.*

Reviewers will share feedback related to scoring of survey submissions in the comments section provided after each subsection. These comments should include strengths, weaknesses, and suggestions for improvement. The PERC executive will compile and edit feedback, as necessary, prior to sharing it with authors.

**Note: In order for a survey to be submitted through the online submission portal and proceed to the evaluation process, the submitting team must have agreed to a statement stating they have acquired ethics approval and that the survey has already been translated into both official languages (French and English). Failure to achieve both these requirements may lead to forfeiting of their designated time frame for survey administration.*