The American Academy of Family Physicians National Research Network and its sub-networks, collectively known as the AAFP NRN, takes its 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. We cannot endorse or share outside research requests with the full membership of the American Academy of Family Physicians.

**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 once per week, when at all possible, as not to over burden them.

**Opting Out of Member Communications**

When receiving communications from the AAFP NRN, members have the option of opting out of future communications. To do so they are instructed to either contact an AAFP NRN staff member or they may 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 nor make available specific member mailing information, including e-mail addresses, to outside organizations under any circumstances.

There are cases when the AAFP NRN will share messages from outside groups with its members if we feel the subject is of benefit to 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, who reserves the right to reject any request at any time**.

**Request to Contact NRN Members**

If an organization or individual would like the AAFP NRN to endorse and promote a project they will be asked to follow the steps outlined below. Please allow 4 weeks for review and approval of survey and invitation wording.

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

\* Note that a scheduled message can be rescheduled at any time, based on the distribution calendar, given the discretion of the AAFP NRN Research Communications Manager and/or Leadership.