



Memorandum of Understanding (MOU) for PhD Candidate Surveys

44 Canal Center Plaza, Suite 301, Alexandria, VA 22314
Ph: 703.741.7686 • 800.548.0497 Fax: 703.741.7698 • 800.377.1136

This PhD Candidate Survey Agreement (“Agreement”), made and effective as of _____, between NAADAC, the Association for Addiction Professionals, and _____ (“PhD candidate”) outlines the below terms and conditions for the distribution of a PhD dissertation-related survey to NAADAC’s membership and/or constituents.

Service: NAADAC agrees to send two emails out to either its whole member list or a clearly defined and segmented portion of its email list containing information about the survey (submitted by the PhD candidate) and a link to an online survey (provided by the PhD candidate).

Eligibility: In order to partake in this service by NAADAC, PhD candidate must:

1. Be a current NAADAC member in good standing;
2. Be enrolled in an accredited doctoral program;
3. Obtain approval of dissertation and survey from candidate’s University Institutional Review Board;
4. Demonstrate how their academic research is relevant to NAADAC’s mission;
5. Agree to share study’s results with NAADAC within a timely manner for NAADAC’s use (appropriate credit will be given to the researcher); and
6. Agree to write an article about the survey results and submit to NAADAC for possible publication in *Advances in Addiction & Recovery*.

Payment: PhD candidate shall pay NAADAC a non-refundable \$500 service fee to cover NAADAC staff time in the administration of the survey.

Requirements & Procedures:

1. PhD candidate must submit a formal written request to NAADAC with the following items:
 - a. Signed Memorandum of Understanding (MOU) for PhD Surveys;
 - b. A current resume/curriculum vitae;
 - c. A letter addressed to the NAADAC Executive Director from Department Chair on College/University letterhead, evidencing PhD candidate’s current enrollment in an accredited doctoral program;
 - d. Copy of study’s approval by the PhD candidate’s College/University Institutional Review Board;
 - e. A proposal, no more than five pages, outlining: (1) the purpose of the study; (2) the research questions/hypotheses; (3) explanation as to how research is relevant to NAADAC’s Mission; (4) the text of the email to be distributed to NAADAC members and/or constituents; (5) hyperlink to online survey; (6) proposed distribution plan; and (7) intended outcomes.
 - f. A copy of the online survey to be administered (in PDF or other format); and

- g. Payment of \$500. Payments may be made by check or by credit card.
2. The text of the survey must comply with NAADAC’s required terminology, including refraining from using terminology that perpetuates the negative stigmas surrounding those with substance use disorders or living in recovery. Examples of such terminology include but are not limited to:
 - Instead of “addict,” use “person with a substance use disorder”
 - Instead of “addicted to X,” use “has an X use disorder,” “has a serious X use disorder,” or “has a substance use disorder involving X” (if more than one substance is involved)
 - Instead of “alcoholic,” use “person with an alcohol use disorder”
 - Instead of “drug/substance abuse,” use “substance use disorder”
 - Instead of “former addict,” use “person in recovery” or “person in long-term recovery”
 3. NAADAC staff will review all proposals for appropriate content and distribution plans.
 4. Upon approval, NAADAC will contact PhD candidate to agree on any suggested or necessary changes, and proposed distribution and data collection procedures, including:
 - a. Member/constituent group(s) survey should be distributed to;
 - b. Date and time of distribution;
 - c. Due date for survey results back to NAADAC; and
 - d. Due date for article on survey results.
 5. NAADAC will send survey out to agreed member/constituent group(s) at agreed date and time.
 6. PhD candidate will send survey results back to NAADAC within three months of the second email dissemination or by an agreed upon date.
 7. PhD candidate will provide an article about the survey results to NAADAC for possible publication in *Advances in Addiction & Recovery* within three months of the second email dissemination or by an agreed upon date. The article must comply with NAADAC’s publication guidelines, which can be found at http://www.naadac.org/advancesinaddictionrecovery#Publication_Guidelines. NAADAC reserves the right to amend these guidelines without written notice to PhD candidate.

NAADAC does not guarantee a certain number of survey participants or certain kind of data.

NAADAC Executive Director Signature _____ Date _____

PhD Candidate Signature _____ Date _____