



# Research Mailing Lists

## *Helping You Target Your Research Subjects*

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### Emergency Departments

### Emergency Nurses

### ED Managers

The Emergency Nurses Association (ENA) is proud to announce the availability of two mailing lists to help you target your research subjects. The ENA Membership Database contains over 40,000 names and addresses of ENA members across the U.S. Our Emergency Department Managers Database contains approximately 5,000 emergency department addresses, which can be a valuable tool to help you, contact local, state, and national emergency department managers. Several formats are available.

### Mailing List Requirements

- ◆ List rental fees are \$175.00 per 1,000 addresses or any part thereof. Orders that exceed each 1,000 by more than 100 will be charged for an additional 1,000 addresses (i.e., the fee for 1,125 addresses would be \$350.00). *Investigators who are ENA members in good standing may request a 15% discount on the usage fee.*
- ◆ ENA must approve the purpose of the mailing and all materials to be mailed (e.g., surveys, questionnaires, consent forms, cover letters, etc.).
- ◆ The approved mailing list is good only for the submitted study. Additional research studies require full review by ENA following the same submission process.
- ◆ **A copy of all research materials MUST accompany the order form:**
  - 1 Copy of all surveys that will be used in the study.
  - 1 Copy of the full research proposal. The research proposal must also include:
    - A statement that ENA does not sponsor or endorse this study.
    - A description of how subjects' confidentiality will be maintained.
    - A description of the dissemination plan for the research findings.
  - 1 Copy of the cover letter and any other letters or postcards to be sent to the study subjects. The documents must also include:
    - A statement as to how their name and address were obtained.
    - A statement that ENA does not sponsor or endorse this study.
  - 1 Copy of the Institutional Review Board (IRB) approval letter.
  - 1 Copy of the consent form (if applicable).
- ◆ The mailing lists may not be reproduced, sold, or used for any other purpose than that stated on the order form.
- ◆ ENA reserves the right to deny any request that may be in direct conflict with standards, policies, and offerings sponsored, or presented, by the Emergency Nurses Association or its affiliates.