Author Review Proposal Form for Qualitative Review

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| * About this form   This form is Cochrane’s ‘Review Proposal Form’ for Cochrane Reviews. Please use this form to provide details about your review question and methods. Cochrane’s editors will use this information to assess the suitability of your proposed review. Your responses will also help Cochrane to provide information about support and guidance, should your review be taken forwards. The rationale for decisions about the eligibility criteria and methods proposed will require elaboration and justification in the protocol, to meet Cochrane conduct and reporting standards. | |
| Methodological guidance to help you complete this form for qualitative reviews is available from [resources for writing Cochrane Systematic Reviews of Qualitative Studies](https://methods.cochrane.org/qi/resources). | |
| * Summary of proposed objective and methods | |
| Why is it important to do this review? | **Why is it important to do this review?**  Please include here the rationale for proposing this review. For example, is there disagreement or doubt about the benefits, harms, general use or cost? Is it particularly important at the present time? Will the findings impact health decision making, practice or further research? If the topic is fully or partially covered by an existing Cochrane review or protocol, please include the relevant reference(s) and a rationale for why an additional review is justified.  **[insert answer]** |
| Related Cochrane reviews or protocols on similar topics: | Please outline how this review complements other published Cochrane protocols and reviews.  **[insert answer]** |
| Has the topic been covered by a non-Cochrane systematic review (that has already been published elsewhere) or is underway? (suggested sources for searches include Epistemonikos and/or PROSPERO) | * Yes * No * Unsure/not yet decided   **If yes, please provide the rationale for why a Cochrane review on the same topic is important:**  **[insert answer]** |
| Will the proposed review cover issues of health equity? | * Yes * No * Unsure/not yet decided   **If yes, please specify:**  **[insert answer]** |
| Background: | **Describe the topic covered by this review, including a description of the health condition, healthcare intervention and what this review seeks to understand, explain or describe. If the review focuses on a health condition or healthcare intervention, provide an overview of relevant evidence describing the theoretical and empirical reasoning for how the condition might affect people’s lives, including how this might differ for different populations, or why and how the intervention might work. If relevant, detail the framework or logic model that describes how the health condition might affect people’s lives or how and why the intervention might work.**  **[insert answer]** |
| Review objectives: | **Give a short statement of the primary aim of the review, which is the research question that this review will seek to answer.** |
| Types of study: | Outline the types of study that will be sought for inclusion in the review, such as whether you will include data from mixed method studies or whether you will only include studies that are directly associated with the studies included in any linked Cochrane intervention review(s).  Please consider which designs are relevant to the type of review being conducted, and which features will help to address the specific research question.  **[insert answer]** |
| Sources of studies | **Outline the sources that will be sought for inclusion in the review.**   * Journal articles * Conference abstracts * Trial registrations * Regulatory information * Clinical practice guidelines * Clinical study reports (CSRs) * Primary datasets (e.g. individual participant data) * Information from investigators * Another source   **If another source, please specify**  **[insert answer]** |
| Participants/population: | **Outline the types of populations to be included and excluded. Consider any pertinent characteristics that will be considered eligible or ineligible (e.g. demographic factors such as age and gender, the type/stage of disease/condition, medication at baseline, co-morbidities, health issues, setting).**  **[insert answer]** |
| Intervention: | **Outline the details of the intervention you wish to investigate. Consider the dose, intensity, mode of delivery, and combinations of interventions. Are there variations you wish to exclude? This question may not be applicable for some qualitative reviews.**  **[insert answer]** |
| How do you plan to assess methodological strengths and limitations in the included studies? | * CASP qualitative studies checklist * Another tool * Unsure/not yet decided * Not applicable   **If another tool, please specify**  **[insert answer]** |
| What method of analysis/synthesis are you planning to undertake (please note these will not be relevant to all review types)? | * Unsure/not yet decided * Pairwise meta-analysis * Network meta-analysis * Synthesis without meta-analysis * Individual participant data meta-analysis * Thematic synthesis * Framework synthesis * Best-fit framework synthesis * Meta-ethnography * Pooled analysis (e.g. of descriptive statistics) * Bivariate model * Hierarchical summary ROC (HSROC) method * Bivariate latent class meta-analysis * Meta-analysis with multiple thresholds per study (e.g. Steinhauser or Jones approach) * Not applicable * Meta-regression |
| Do you intend for the review to be maintained as a living systematic review? | * Yes * No * Unsure/not yet decided   **If yes, please give brief details about your team’s capacity to maintain the living systematic review process, and how frequently you expect to run searches and incorporate new evidence.**  **[insert answer]** |
| Is it possible or anticipated that no studies will meet the proposed inclusion criteria? | * Yes * No * Don’t know   **If yes, please provide information about why you consider it important to pursue a review that has no included studies**  **[insert answer]** |
| Is it possible or anticipated that a large number of studies will meet the proposed inclusion criteria (e.g. >20 studies)? | * Yes * No * Don’t know   **If yes, please provide an estimated number of included studies, and supply references for at least 3 potentially relevant studies.**  **[insert answer]** | |
| Other information: | **Outline any other factors you plan to consider in your review, or other information you would like to provide, e.g. relevance to consumers or Cochrane.**  **[insert answer]** |

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| * Review context | |
| Is the review subject to any specific funding? | * Yes * No * Possibly   **If yes or possibly, please provide details for the funding:**  **[insert answer]** |
| Has the review been directly commissioned or funded by a guideline developer or government body? | * Yes * No   **If yes, please provide details:**  **[insert answer]** |
| Would the review form part of any author’s postgraduate study, or of a larger research project? | * Yes * No   **If yes, please provide details:**  **[insert answer]** |
| Does the review need to be completed by a specific deadline? | * Yes * No   **If yes, please provide details:**  **[insert answer]** |
| Has the review already been completed? | * Yes * No |
| If you have completed the review, is the review currently under consideration for publication elsewhere? **[Question linked to a “yes” response from the question above “Has the review already been completed?”]** | * Yes * No   **If yes, please provide details**  **[insert answer]** |
| If you have completed the review, has it been rejected for publication elsewhere? **[Question linked to a “yes” response from the question above “Has the review already been completed?”]** | * Yes * No   **If yes, please provide details**  **[insert answer]** |
| If you have completed the review, has it already been published elsewhere? **[Question linked to a “yes” response from the question above “Has the review already been completed?”]** | * Yes * No   **If yes, please provide details**  **[insert answer]** |
| Dissemination and impact are important to our funders. Please provide a brief description of your plans for disseminating your review if it is published, for example target audience, method of communication, social media platforms. See the [Cochrane Knowledge Translation resources](https://community.cochrane.org/review-production/knowledge-translation/communication-and-dissemination-resources/media-and-dissemination/kt-dissemination-brief). | **[insert answer]** |

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| * Authors’ knowledge and expertise   **Cochrane reviews have to be prepared by at least two people, and often require more than two authors. A team should have a range of skills and experience. Cochrane may be able to provide specific support in some areas, for example, an Information Specialist who can undertake the searches or provide search support to authors. However, Cochrane may not be able to provide support in all instances. Please indicate below whether the review author team includes a person with relevant expertise, intends to access this expertise from outside the author team, or will request this support from Cochrane. If the author team is intending to access expertise from outside the author team, these people should not meet criteria for authorship and should be offered acknowledgement in the review (see** [**Criteria for authorship**](%20https://www.cochranelibrary.com/cdsr/editorial-policies#authorship)**).**   * I confirm I have read this information | |
| Clinical content expertise in the target condition and population | * Yes, within the author team * Yes, outside the author team * Support requested from Cochrane * Not applicable   **If yes, please provide name(s) and details of experience**  **[insert answer]** |
| Methodology expertise in dealing with the types of studies or data that will be eligible for this review, | * Yes, within the author team * Yes, outside the author team * Support requested from Cochrane * Not applicable   **If yes, please provide name(s) and details of experience**  **[insert answer]** |
| Methods expertise in preparing this type of Cochrane systematic review | * Yes, within the author team * Yes, outside the author team * Support requested from Cochrane   **If yes, please provide name(s) and details of experience. If any authors have published a Cochrane review or protocol previously, this information can also be included here**  **[insert answer]** |
| Methodology expertise in any specialist methods planned (e.g. non-randomised studies of interventions, individual participant data, network meta-analysis, patient reported outcomes or including qualitative or economic evidence, modelling studies, or clinical study reports or other regulatory materials, etc.) | * Yes, within the author team * Yes, outside the author team * Support requested from Cochrane * Not applicable   **If yes, please provide name(s) and details of experience**  **[insert answer]** |
| Statistical expertise in study analysis and meta-analysis for this review type | * Yes, within the author team * Yes, outside the author team * Support requested from Cochrane * Not applicable   **If yes, please provide name(s) and details of experience**  **[insert answer]** |
| Search expertise from an Information Specialist/Librarian | * Yes, within the author team * Yes, outside the author team * Support requested from Cochrane   **If yes, please provide name(s) and details of experience**  **[insert answer]** |
| Consumer experience (‘consumer’ refers to a wide range of people, including patients or other people with personal experience of a healthcare condition, carers and family members, representatives of patients and carers, service users and members of the public). | **Cochrane seeks a culture of research practice where both consumers and other stakeholders are joint partners in research from planning, conduct, and reporting to dissemination. It is established good practice to ensure that consumers are involved and engaged in health research, including systematic reviews. Cochrane has developed a learning resource for systematic review authors on**[**Involving People**](https://consumers.cochrane.org/sites/consumers.cochrane.org/files/public/uploads/involving-consumers-in-your-cochrane-review.pdf)**.**   * Yes, within the author team * Yes, outside the author team * Support requested from Cochrane   **If yes, please provide name(s), or details of any plans to engage consumers**  **[insert answer]** |
| Project management and leadership ability (usually the corresponding author) | * Yes, within the author team * Yes, outside the author team * Support requested from Cochrane   **If yes, please provide name(s) and details of experience**  **[insert answer]** |
| Ability to write a scientific report of publishable standard in English | * Yes, within the author team * Yes, outside the author team * Support requested from Cochrane   **If yes, please provide name(s). If authors intend to use English-language services, please provide details**  **[insert answer]** |
| Have any of the authors completed formal methods training from Cochrane? | * Cochrane Interactive Learning online modules * In-person intervention review training * In-person or online diagnostic test accuracy review training * In-person or online methodology review training * In-person or online prognosis review training * In-person or online qualitative review training * In-person or online overview of review training * In-person or online rapid review training |

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| * Authors’ resources | |
| **Access to studies** | |
| Do you have access to the [Cochrane Database of Systematic Reviews](https://www.cochranelibrary.com/cdsr/reviews)? | Yes No |
| Do you have access to Embase? | Yes No |
| Do you have access to other specialist database, e.g. CINAHL for qualitative research | Yes No Not applicable |
| Do you have access to a medical, health or social sciences library? | Yes No |
| If yes, can you order journal articles not held in the library? | Yes No |
| Software  Please specify which software you are planning to use, in case the editorial team are able to provide guidance should your review be taken forward | |
| Do you have access to reference management software (e.g. Endnote)? | Yes No  **If yes, which software, and what version?**  **[insert answer]** |
| Which software you are planning to use for study screening? | * Unsure/not yet decided * Covidence * EPPI-Reviewer * Access * EndNote * DistillerSR * Excel * Word * Rayyan * Another tool   **If another tool, please specify**  **[insert answer]** |
| Which software you are planning to use for data extraction? | * Unsure/not yet decided * Covidence * EPPI-Reviewer * Access * DistillerSR * Excel * Word * Atlas TI * NVivo * Another tool   **If another tool, please specify**  **[insert answer]** |
| Which software you are planning to use for analysis and interpretation? | * Unsure/not yet decided * RevMan * Covidence * EPPI-Reviewer * Access * DistillerSR * Excel * CINeMA * GRADE Pro * MAGICApp * Stata * WinBUGS/OpenBUGS/JAGS, etc. * R * SAS * Another tool |

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| * Author support required   Authors are expected to identify the expertise and resources to conduct their review to a high standard, and are encouraged to ask for information about training, accessing screening support from the Crowd, and requesting input via Cochrane TaskExchange (e.g. translation support, help with GRADE, or support for sifting and data extraction). | |
| Do any of the authors require training? | Yes No  **If yes, on which topics?**  **[insert answer]** |
| Do any of the authors plan to register for a [Cochrane training event](https://training.cochrane.org/search/site?f%5B0%5D=bundle%3Aworkshop&f%5B1%5D=bm_field_archived%3Afalse)? | Yes No  **If yes, which workshop will they attend? (Please include author names next to workshops planned to attend)**  **[insert answer]** |
| Would the author team like to be assigned a mentor (an experienced author who has volunteered to help new authors)? | Yes No |
| Do authors anticipate needing any further support from Cochrane that has not already been indicated? | Yes No  **If yes, please provide details**  **[insert answer]** |

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| * Authors’ responsibilities | |
| Draft the protocol: *(Name the author(s))* | **[insert answer]** |
| Develop and run the search strategies: | **Please note Cochrane may provide an Information Specialist to undertake the searches, or provide support to authors; however, this support is not available for all reviews. If you require support, please indicate this here, and in the section “Authors’ knowledge and expertise”**  **[insert answer]** |
| Obtain copies of reports of studies: *(Name the author(s))* | **[insert answer]** |
| Select which studies to include (at least 2 people): *(Name the author(s))* | **[insert answer]** |
| Extract data from studies (at least 2 people): *(Name the author(s))* | **[insert answer]** |
| Enter data into Review Manager: *(Name the author(s))* | **[insert answer]** |
| Carry out the analyses: *(Name the author(s))* | **[insert answer]** |
| Interpret the analyses: *(Name the author(s))* | **[insert answer]** |
| Draft the final review: *(Name the author(s))* | **[insert answer]** |

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| * Commitment of authors |
| * **All authors understand Cochrane's policy on** [**authorship and contributorship**](%20https://www.cochranelibrary.com/cdsr/editorial-policies#authorship)**, and understand that each person named as an author must: make a substantial contribution to the conception and design, or analysis and interpretation of the data in the review; be involved in drafting the review; approve the final version of the review before publication; and agree to be accountable for the accuracy and integrity of the review.**   I/We confirm   * **All authors have read and understood**[**Managing expectations: what does Cochrane expect of authors, and what can authors expect of Cochrane?**](https://community.cochrane.org/editorial-and-publishing-policy-resource/cochrane-review-development/managing-expectations) **and are aware that preparing a Cochrane Review requires a significant commitment from all authors.**   I/We confirm   * **Depending on review type, all authors commit to following relevant sections in the** [***Cochrane Handbook for Systematic Reviews of Interventions***](https://training.cochrane.org/handbook/current)***,* the**[***Cochrane Handbook for Systematic Reviews of Diagnostic Test Accuracy***](https://training.cochrane.org/handbook-diagnostic-test-accuracy/PDF/v2)***,*** [**thetools for writing Cochrane Systematic Reviews of Prognosis Studies**](https://methods.cochrane.org/prognosis/tools) **or** **the** [**guide to the contents of a Cochrane Methodology protocol and review**](https://methodology.cochrane.org/sites/methodology.cochrane.org/files/public/uploads/guide_to_the_contents_of_a_cochrane_methodology_protocol_and_review.pdf) **.**   I/We confirm   * **All authors accept responsibility for preparing, maintaining and updating the review in light of new evidence, comments and criticisms, or other developments.**   I/We confirm   * **All authors understand that if drafts are not submitted by the agreed deadlines, or if Cochrane is unable to contact you for an extended period, Cochrane has the right to de‑register the title or transfer the title to alternative authors.**   I/We confirm   * **All authors understand that Cochrane has the right to reject a Cochrane Review at any stage before publication (including unpublished protocols, unpublished Cochrane reviews, and Cochrane reviews that are being updated). Please see Cochrane’s** [**Rejection Policy**](%20https://www.cochranelibrary.com/cdsr/editorial-policies?cookiesEnabled#rejection-appeals)**.**   I/We confirm   * **All authors undertake to publish the protocol and review in the *Cochrane Database of Systematic Reviews* before publishing elsewhere (concurrent publication in other journals may be allowed in certain circumstances with prior permission, please see** [**Co-publication policy and overview**](https://www.cochranelibrary.com/cdsr/editorial-policies?cookiesEnabled#co-publication)**)**.   I/We confirm |