Expression of Interest in conducting a Cochrane Review

Cochrane Review Proposal

THIS PDF IS FOR INFORMATION ONLY. ALL AUTHORS SHOULD COMPLETE FORMS ONLINE.

This is an example of a review proposal form for an intervention review, to allow authors to preview the type of questions in the EM online form. Review proposal forms for non-intervention reviews (e.g. qualitative, diagnostic etc.) include slightly different questions that are not detailed here. EM online forms are behind an account login, are stored securely and comply with GDPR. All authors must complete forms online. Please note that the review proposal forms are periodically updated on the live sites and therefore more recent versions of the forms may be available online.

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Overlap with existing Cochrane protocols and reviews

Is the proposed review free from overlap with any other registered titles, protocols or reviews within the CRG?

Cochrane will only proceed with new proposals that do not overlap with existing Cochrane protocols or reviews, or where there is suitable rationale for overlap with an existing Cochrane protocol or review. Please check the Cochrane Library for overlap with published reviews and protocols.

Does your proposed article overlap with a Cochrane protocol or review?

Why is it important to do this review?

Please include here the rationale for proposing this review. For example, is it particularly topical at the present time? Will the review address issues of health equity (targeting disadvantaged populations, reducing social gradients, or reducing other health inequity)? If the topic is fully or partially covered by an existing Cochrane review or protocol, please include references to the related reviews and a rationale for why another review is justified.

Please select the Cochrane Review Group for your submission:

Title, Keywords, Authors:

Cochrane Review Proposal

Authors can only submit a full Review Proposal following prior invitation by a Cochrane Review Group.

Summary of proposed scope and methods

1. Please provide details about your review question and methods. Cochrane’s clinical and methodology editors will use this information to assess the suitability of your proposed
review. Your responses will also help the Cochrane Review Group to provide signposting to
the support and guidance available within Cochrane, should your review be taken
forward. The rationale for decisions about the eligibility criteria and methods proposed
will require elaboration and justification in the protocol stage, to meet Cochrane conduct
and reporting standards.

2. Related Cochrane reviews or protocols on similar topics: Please outline how this review
complements other published Cochrane protocols and reviews on similar topics.

3. Has the topic been covered by a systematic review that has already been published
elsewhere, or is underway? (suggested sources for searches include Epistemonikos or
PROSPERO)

4. Will the proposed review cover issues of health equity?

5. Please provide a description of the condition:

6. Please provide a description of the intervention:

7. Please discuss how the intervention might work:

8. Review objectives:
Give a short statement of the primary aim of the review. Where possible the style should be of the
form “To assess the effects of [intervention or comparison] for [health problem] for/in [types of
people, disease or problem and setting if specified]”.

9. Types of study: (section 3.3)
Outline the types of study that will be included in the review. Most Cochrane reviews of
interventions focus on randomised controlled trials (RCTs).

If you intend to include non-randomised studies of interventions (NRSI), please provide specific
reasons. For example, authors should consider which design features of NRSI will help to address
the specific research question (see taxonomy and guidance provided in Chapter 24 of the
Cochrane Handbook for Systematic Reviews of Interventions). If your proposal is taken forward,
authors will be expected to describe and justify the choice of NRSI design features and approach
to synthesis for each outcome (RCTs only, NRSI only, both RCTs and NRSI).

Teams intending to include NRSI should include authors with relevant content knowledge and
methodological expertise.

10. 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, the
type/stage of disease/condition, care setting).

11. 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?

12. Comparison:

What will the intervention be compared to, e.g. placebo, no intervention, standard care, or an active intervention(s)?

13. Critical (primary) outcomes:

Authors should include a limited number of clearly defined critical outcomes to people with the relevant disease/condition as well as those treating them (see Cochrane Handbook for Systematic Reviews of Interventions section 3.2.4 and COMET for available core outcome sets). Adverse events must be included in either critical or important outcomes. Details of outcome measurement, timepoint and scales will require elaboration in the protocol should the review be taken forward.

Please indicate which outcome groups your proposed outcomes cover:

14. Important (secondary) outcomes:

Authors should include a limited number of clearly defined critical outcomes to people with the relevant disease/condition as well as those treating them (see Cochrane Handbook for Systematic Reviews of Interventions section 3.2.4 and COMET for available core outcome sets). Adverse events must be included in either critical or important outcomes. Details of outcome measurement, timepoint and scales will require elaboration in the protocol should the review be taken forward.

Please indicate which outcome groups your proposed outcomes cover:

15. Which risk of bias tool are you intending to use for randomised controlled trials (RCTs)?

16. If you intend to include non-randomised studies of interventions (NRSI), which risk of bias tool are you intending to use?

17. What method of analysis/synthesis are you planning to undertake?

18. Do you intend to use any complex methods during preparation of the review?

19. What are the important effect modifiers that you intend to investigate with subgroup analyses?

Authors should list a limited number of key effect modifiers with details of how the variable will be defined to categorise studies (e.g. age: children and adolescents < 18; adults 18+).

Outline any subgroups you plan to investigate for their influence on the size of the treatment effect, e.g. subgroups of the population, variations of the intervention.

20. Is it possible or anticipated that a large number of studies will meet the proposed inclusion criteria (e.g. >20 studies)?
21. Is it possible or anticipated that no studies will meet the proposed inclusion criteria?

22. 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.

**Review context**

23. Is the review subject to any specific funding?

24. Has the review been directly commissioned or funded by a guideline developer or government body?

25. Would the review form part of your postgraduate study, or of a larger research project?

26. Does the review need to be completed by a specific deadline?

27. Has the review already been completed?

28. 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.

**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. Some Cochrane Review Groups are able to provide specific support in some areas, for example, some Cochrane Review Groups have an Information Specialist who can undertake the search or provide search support to authors. However, the Cochrane Review Group may not be able to provide support in all instances. Please indicate below if the review author team includes a person with relevant expertise, if the author team intends to access this expertise from elsewhere, or if support is to be requested 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 (see Criteria for authorship).

29. Clinical content expertise in the clinical management of the target condition

30. Systematic review expertise in preparing systematic reviews

31. Methodology expertise in any specialist methods planned (e.g. non-randomised studies of interventions, individual patient data, network meta-analysis etc.)

32. Statistical expertise in meta-analysis

33. Search expertise from an Information Specialist/Librarian
34. Consumer experience* (‘consumer’ refers to a wide range of people, including patients or 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.

35. Project management and leadership ability (usually the corresponding author)

36. Ability to write a scientific report of publishable standard in English

Authors’ resources

Access to Literature and Software

37. Do you have access to the Cochrane Database of Systematic Reviews?

38. Do you have access to MEDLINE and Embase?

39. Do you have access to a medical library?

40. Please specify which software you are planning to use, to help the editorial team provide guidance should your review be taken forward

41. Do you have access to reference management software (e.g. Endnote)?

42. Which software you are planning to use for study screening?

43. Which software you are planning to use for data extraction?

44. Which software you are planning to use for analysis and interpretation?

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).

45. Do any of the authors require training?

46. Do any of the authors plan to register for a future Cochrane training event?
47. Some Cochrane Review Groups are able to facilitate mentorship for authors. If available, would the author team like to be assigned a mentor (an experienced author who has volunteered to help new authors)?

48. Do authors anticipate needing any further support from Cochrane that has not already been indicated.

Authors’ responsibilities

49. Draft the protocol: (Name the author(s))

50. Develop and run the search strategy: (Name the author(s))

Please note some Cochrane Review Groups have an Information Specialist who can undertake the search, or provide support to authors. If you require support, please indicate this here, and in the section “Authors’ knowledge and expertise”

51. Obtain copies of studies: (Name the author(s))

52. Select which studies to include (2 people): (Name the author(s))

53. Extract data from studies (2 people): (Name the author(s))

54. Enter data into Review Manager: (Name the author(s))

55. Carry out the analysis: (Name the author(s))

56. Interpret the analysis: (Name the author(s))

57. Draft the final review: (Name the author(s))

Commitment of authors

All authors understand Cochrane's policy on authorship and contributorship, 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.

58. All authors have read and understood Managing expectations: what does Cochrane expect of authors, and what can authors expect of Cochrane? and are aware that preparing a Cochrane Review requires a significant commitment from all authors.

59. All authors commit to following the Cochrane Handbook for Systematic Reviews of Interventions.

60. All authors accept responsibility for preparing, maintaining and updating the review in light of new evidence, comments and criticisms, or other developments.
61. All authors understand that if drafts are not submitted by the agreed deadlines, or if the Cochrane Review Group 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.

62. 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.

63. 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).

64. Please verify that all authors have read Cochrane Conflict of interest policy on Cochrane Library content and are aware that a title - if accepted - cannot be registered until the editorial team has assessed Declarations of Interest for all authors.

65. Please select the Cochrane Review Group for your submission:

66. Title, Keywords, Authors: