



# Editorial Manager

Drop-in / Q&A

Proposals to conduct new Cochrane Reviews


Rachel Marshall | Head of Editorial  
Ursula Gonthier

Trusted evidence.  
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## Before we start ...

- Please ask questions at any time – unmute or use the chat box
- This session is being recorded. The recording will be made available on the Cochrane Training website

 Please unmute to ask questions at any time, or type in the chat box. There is no such thing as a stupid question!

# Plan

- Context – why have we made this change?
- Management of proposals – summary of changes
- Demo: participate in a Discussion on CEMD
- Questions?



# Summary of changes

- **NOW:** let Support know editors who will assess proposals (provide topic specialisms if relevant).
  - People with below roles will automatically be allocated an editorial role on CEMD (unless you let us know otherwise):
    - CoEds and Deputy CoEds / MEs and Assistant MEs / CIS and Assistant CIS
- **24 June 2022:** authors can submit proposals to CEMD.
  - Cochrane Library author information updated
  - Template text for CRG websites to be provided
- **29 July 2022:** authors can no longer submit proposals to other sites.



# Assessment of proposals on CEMD

- **Proposal Editor** editorial role on CEMD
- Discussion invitation via email from Proposal Manager, including deep link
- Assess proposal following guidance in EPPR
  1. CRG to take forward
  2. CEMD to take forward
  3. Reject
- Respond to Discussion to give preferred option
- Proposal Manager requests and assesses author DoI
- Proposal Manager emails decision to authors (CRG in cc. if option 1 selected)



# Following up on proposals

- Receive email from CEMD notifying you that proposal is now with your group to take forward
  - Initiate Proposal to invite authors to submit Title Proposal form > assess > Accept to create protocol in Archie/RevMan > Solicit Commentary to invite authors to submit protocol (Reject decision also possible at this stage)
  - Submit Proposal on authors' behalf > Accept to create protocol in Archie/RevMan > Solicit Commentary to invite authors to submit protocol



# Transferring proposals

- From now to 29 July
- Review submissions with article type ‘Proposal’
- Submit Editor’s Decision > Transfer to EMD
- Use ‘Editor Decision - Transfer Proposal’ letter



# Demo

- Participate in Discussion with Proposal Editor role





# Questions?

Contact [support@cochrane.org](mailto:support@cochrane.org)

Stay in touch on Community Slack [#all-support-EM](#)

