

**Review Proposal Form (March 2021)**

Please complete this form to outline your proposal for a Cochrane EPOC systematic review and return it to [epoc@ndph.ox.ac.uk](mailto:epoc@ndph.ox.ac.uk). If you are from a low- or middle-income country (LMIC) or if the review you are proposing is of particular relevance to LMIC, please email the completed form to [elizabethjoan.paulsen@fhi.no](mailto:elizabethjoan.paulsen@fhi.no).

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| **IMPORTANT: Data Protection**  The personal data included in this form will be used to complete your Cochrane author profiles, if the title is accepted.  Both successful and unsuccessful submissions may be archived for the Review Group’s records.  Please note that your names and academic/professional affiliations will be circulated to editors considering this title proposal / this form will be anonymised before circulation to editors considering this title proposal, for reasons of equity and confidentiality.  Please see the [Cochrane Privacy Policy](https://community.cochrane.org/organizational-info/resources/policies/cochrane-privacy-policy) for further information. Please direct any queries about data protection to [support@cochrane.org](mailto:support@cochrane.org)  🞏 By submitting this form, we give Cochrane permission to process the data included here. |

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| IMPORTANT: Disclosure of Conflicts of interest Please read Cochrane’s policy on [Conflicts of interest and Cochrane Reviews (2) Authors of Cochrane Reviews](https://community.cochrane.org/editorial-and-publishing-policy-resource/ethical-considerations/conflicts-interest-and-cochrane-reviews).  Please confirm in Section 6 below whether any member of the author team has a potential conflict of interest.  **Please alert the Managing Editor if it is possible that any studies conducted by any review authors may be eligible for inclusion in this review.**  If your title is accepted, and before we can register the title, we will request a full Declaration of Interest from each member of the author team. **The title will not be registered until the Review Group has assessed any relevant Conflict of Interest.** |

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| **Before completing this form:**   * Make sure that your proposal falls within EPOC’s scope, and that it has not already been covered in another Cochrane review. Check existing registered titles at [http://summaries.cochrane.org/search/site/?f[0]=im\_field\_stage%3A3&f[1]=im\_field\_stage%3A1](http://summaries.cochrane.org/search/site/?f%5b0%5d=im_field_stage%3A3&f%5b1%5d=im_field_stage%3A1). * Note that all authors must follow the *Cochrane Handbook for Systematic Reviews of Interventions* (see <http://training.cochrane.org/handbook>). * Be aware that preparing a Cochrane review requires a significant, long-term commitment. At least two authors are required before a title can be registered. *Please see:* [*Minimum requirements for registration of a title with EPOC*](https://epoc.cochrane.org/sites/epoc.cochrane.org/files/public/uploads/Resources-for-authors2017/minimum_requirements_for_registration_of_a_review_with_epoc.pdf)   **Before submitting this form to the editorial base:**   * Please create Cochrane accounts for all authors listed in this form. All authors are required to have a Cochrane account prior to registering a title. See<https://www.cochrane.org/join-cochrane> |

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| **1. Proposed title** (see [Handbook sections II.1.3](https://training.cochrane.org/handbook/current/chapter-ii#section-ii-1-3) and [1.1.2](https://training.cochrane.org/handbook/current/chapter-01#section-1-2)). Your proposal should not overlap with an existing Cochrane Review.  Standard formats should be used for Cochrane review titles so far as possible. Examples include:   * [intervention] FOR [problem / issue]; e.g. Community mobilization for safe motherhood * [intervention A] VERSUS [intervention B]; e.g. Hospital-at-home versus in-patient hospital care |
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| **2. Contact person** (see Handbook [Chapter II, Section 2.1](https://training.cochrane.org/handbook/current/chapter-ii#section-ii-2)) *This person will be responsible for contact with the EPOC Review Group on behalf of the author team. Contact details for this person will be published with the completed protocol or review.* | |
| Name: |  |

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| **3. Review proposal and inclusion criteria:** (see Handbook [Chapter II, Section 1.2](https://training.cochrane.org/handbook/current/chapter-ii#section-ii-1-2)) | |
| Motivation for doing the review: | *Why are you proposing to undertake this review? For example, is this review going to be part of a Masters or Doctorate; is it part of a larger project; is it particularly topical at the present time? Who will benefit from the findings of this proposed review? This section should be written out in full, 2 -3 paragraphs.* |
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| Is it part of a Masters or Doctorate?:  Is it part of a larger project?:  Is it topical at the present time?: |
| Review objective: | *Give a short statement of the primary aim of the review, e.g. to assess the effects of your intervention.* |
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| Types of study:  (Handbook [Chapter 3, Section 3.3](https://training.cochrane.org/handbook/current/chapter-03#a-33-determining-which-study-designs-to-include)) | *Please see our guidelines:* [*What study designs can be considered for inclusion in an EPOC review and what should they be called?*](https://epoc.cochrane.org/sites/epoc.cochrane.org/files/public/uploads/Resources-for-authors2017/what_study_designs_should_be_included_in_an_epoc_review.pdf) *Please provide brief justification for your choice(s)* |
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| Participants / population:  (Handbook [Chapter 3, Section 3.2.1](https://training.cochrane.org/handbook/current/chapter-03#section-3-2)) | *Specify the types of populations to be included and excluded, with thought given to aspects such as demographic factors or their setting. For reviews that are of particular relevance to LMIC, please see our guidelines:* [*When should EPOC reviews only include studies from low- and middle-income countries*](https://epoc.cochrane.org/sites/epoc.cochrane.org/files/public/uploads/Resources-for-authors2017/when_should_epoc_reviews_only_include_studies_from_lmic.pdf)*?* |
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| Intervention:  (Handbook [Chapter 3, Section 3.2.2](https://training.cochrane.org/handbook/current/chapter-03#section-3-2-2)) | *Describe the* ***intervention*** *and the* ***comparison*** *clearly in plain language. Sufficient detail should be provided to allow a person unfamiliar with the intervention to understand what it includes. Note any different terms that are used for the same intervention (e.g. lay health workers, community health workers, village health workers) and describe any variations of the intervention that will be included in the review. If the review will include more than one type of intervention, describe the range of interventions and, if relevant, the range of comparisons that will be included. Note how interventions will be grouped into categories.* |
| Comparison: |
| Outcomes and adverse effects:  (Handbook [Chapter 3, Section 3.2.4](https://training.cochrane.org/handbook/current/chapter-03#section-3-2-4)) | *List the main and other outcomes you wish to measure, including all outcomes important to those who will be affected by and those who will make decisions about the intervention(s). Give thought to the inclusion of adverse effects and resource use, as well as intended effects. Please see our guidelines:* [*What outcomes should be reported in EPOC reviews*](https://epoc.cochrane.org/sites/epoc.cochrane.org/files/public/uploads/Resources-for-authors2017/what_outcomes_should_be_reported_in_epoc_reviews.pdf)*? Please note that EPOC expects adverse events (unintended consequences) to be on outcome interest in its reviews.* |
| Primary:  Secondary:  Adverse events: |
| Analysis:  (Handbook [Chapter 10](https://training.cochrane.org/handbook/current/chapter-10)) | *Note how you will group studies, if the proposed review will include more than one type of intervention. For similar interventions, what characteristics of the studies, participants, interventions, comparisons or outcome measures will be considered as potential explanatory factors when examining the effects of interventions across studies? Please see our guidelines:* [*What are explanatory factors and why should they be included in protocols*](https://epoc.cochrane.org/sites/epoc.cochrane.org/files/public/uploads/Resources-for-authors2017/what_are_explanatory_factors.pdf)*?* |
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| Economic analysis:  (Handbook [Chapter 20](https://training.cochrane.org/handbook/current/chapter-20)) | *Please indicate if you are planning to include any economic analysis in your review and, if so, what form this analysis will take. For example, will you extract economic data from the effectiveness studies included in your review? Will you look for any additional economic data for the studies included in your review?* |
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| Have you searched for related Cochrane reviews, protocols or registered titles?  Please list those identified (if applicable) and using the PICO format comment on any overlap (or not) with your proposal. | *Please see:* [*Identifying Cochrane and non-Cochrane reviews relevant to your review topic*](https://epoc.cochrane.org/sites/epoc.cochrane.org/files/public/uploads/Resources-for-authors2017/identifying_relevant_reviews.pdf) |
| Title of Cochrane Review or protocol:  Participants:  Interventions:  Comparisons:  Outcomes:  Comment: |
| What terms did you use to search for related Cochrane reviews, protocols or registered titles? |  |
| Are you aware of any non-Cochrane reviews on the same topic?  Please list those identified (if applicable) and comment on any overlap (or not) with your proposal using a PICO format. | *Please see:* [*Searching for relevant Cochrane reviews and non-Cochrane reviews on the same topic*](https://epoc.cochrane.org/sites/epoc.cochrane.org/files/public/uploads/Resources-for-authors2017/identifying_relevant_reviews.pdf) |
| Title of the review:  Participants:  Interventions:  Comparisons:  Outcomes:  Comment: |
| What databases did you search and what terms did you use to search for non-Cochrane reviews on the same topic? |  |
| Are you aware of any non-Cochrane reviews which will be used as background papers for this review?  (*Please specify*) |  |
| Do you know of any studies which you will consider for inclusion in the proposed review?  (*Specify or attach a separate list*) |  |
| Target audience and key stakeholders | *Please identify the target audience and key stakeholders for your proposed review*  Target audience:  Key stakeholders: |
| *Have you had any consultation with key stakeholders or decision-makers while developing your review proposal?*  If yes, please describe: |
| 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 policymakers or how this review complements other published Cochrane reviews.* |
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| **4. Review context** | |
| Is the review subject to any specific funding? *Please describe*. |  |
| Is there a deadline for completing the review? (*specify*) |  |
| Has the review already been completed or published elsewhere? *If yes, please give reference.* |  |
| Have you submitted this review proposal to any other Cochrane Review Groups or to any Campbell Coordinating Group? *If yes, please give the decision and reason why your proposal was not accepted* |  |

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| **5. Proposed deadlines** | |
| Date you plan to submit a draft protocol: (within 6 months) |  |
| Date you plan to submit a draft review: (within 18 months) |  |

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| 6. Declarations of interest |
| All authors must read [Cochrane's Conflict of Interest Policy](https://community.cochrane.org/editorial-and-publishing-policy-resource/ethical-considerations/conflicts-interest-and-cochrane-reviews). Before the title can be registered, each author must declare any relevant Conflicts of Interest (financial and non-financial) that exist or existed in the 36 months prior to this form being submitted.  **Important information**  • Individuals who are employed (or were employed in the previous 3 years) by a company that has a real or potential financial interest in the topic and/or outcome of the Cochrane Review (including but not limited to drug companies or medical device manufacturers), or who hold or have applied for a patent related to the Cochrane Review are prohibited from being Cochrane Review authors.  • Commercial interests that should be declared include, but are not limited to: income from private clinical practice (if relevant to the topic); ownership of stocks related to industry; legal advice related to the topic; consultancies; honoraria; fellowships; speaker’s fees; involvement in primary research in the subject area of their review; funding for primary research in the subject area of the review; and any other interests that others may judge relevant. (Also: such financial support may include remuneration from a consultancy, grants, fees, fellowships, support for sabbaticals, royalties, stocks from pharmaceutical companies, advisory board membership or otherwise.) It is the authors’ responsibility to update the Managing Editor of any change to any interests mentioned above during the life of the review.  • A commercial sponsor or source is defined as any for-profit manufacturer or any other for-profit source with a real or potential vested interest in the findings of a specific Cochrane Review.  • There must be a majority of non-conflicted authors for any particular review and the lead (first) author or last author must have no conflicts. For example, if two authors in a review team have received travel grants from a commercial interest, there must be at least three other non-conflicted authors and the lead (first) author must have no conflicts.   * Anyone who has been involved in the conduct, analysis and publication of a study that could be included in their view cannot determine overall study inclusion and exclusion criteria or make study eligibility decisions about, extract data from, carry out the risk of bias assessment for, or perform GRADE assessment of that study. |
| **Have all members of the author team read** [Cochrane's Conflict of Interest Policy](https://community.cochrane.org/editorial-and-publishing-policy-resource/ethical-considerations/conflicts-interest-and-cochrane-reviews)**?** Yes 🞏 No 🞏  **Do any members of the author team have a potential conflict of interest?** Yes 🞏 No 🞏  If the answer is yes above, please provide details below. |
| If yes, you should discuss these potential conflicts with the Review Group’s Managing **Editor before submitting this form**. Authors should declare and describe any present or past affiliations or other involvement in any organisation or entity with an interest in the outcome of the review that might lead to a real or perceived conflict of interest. This includes acting as an investigator of a study that might be included in this review. Authors should declare potential conflicts even if they are confident that their judgement is not influenced (see Handbook [Chapter II Section 3.2](https://training.cochrane.org/handbook/current/chapter-ii#section-ii-3-2) and [Cochrane policy on commercial sponsorship](http://www.cochrane.org/about-us/our-governance-and-policies/cochrane-policies/commercial-sponsorship-policy)).  Failure to disclose potential conflicts at this stage, or at any point during the writing of the review, may lead to it being rejected for publication or being removed from the Cochrane Library at a later date. |

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| **7. Authors’ responsibilities** | |
| By completing this form, you accept responsibility for preparing, maintaining and updating the review in accordance with Cochrane policy. The Cochrane Review Group (CRG) will provide as much support as possible to assist with the preparation of the review.  **A draft protocol must be submitted to the CRG within six months.** If drafts are not submitted before the agreed deadlines, or if we are unable to contact you for an extended period, the CRG has the right to de‑register the title or transfer the title to alternative authors. The CRG has the right to de‑register or transfer the title if it does not meet the standards of the CRG and/or Cochrane.  You accept responsibility for maintaining the review in light of new evidence, comments and criticisms, and other developments, and updating the review at least once every two years, or, if requested, transferring responsibility for maintaining the review to others as agreed with the CRG. | |
| **Publication in the *Cochrane Database of Systematic Reviews*** | |
| The support of the CRG in preparing your review is conditional upon your agreement to publish the protocol, finished review and subsequent updates in the *Cochrane Database of Systematic Reviews* (concurrent publication in other journals may be allowed in certain circumstances with prior permission from the CRG). | |
| ***By submitting this form to the editorial base, all authors confirm that:***   * **They understand the commitment required to undertake a Cochrane review, and agree to publish first in the *Cochrane Database of Systematic Reviews*.** * **They have read the document “*Expectations of EPOC review authors*” in *Appendix 1* and confirm that they can commit sufficient time over 18 to 24 months to contribute to the completion of the review.** | |
| **Form completed by:** | **Date:** |

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| **8. Review authors** (see Handbook [Chapter II, Section 2.1](https://training.cochrane.org/handbook/current/chapter-ii#section-ii-2))  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. All authors should create [Cochrane Accounts](https://account.cochrane.org/) before submitting this form. To enable editorial staff to identify you in our contributor management system, please list the email addresses used at account registration. |

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| **Contact person** (see [Chapter II, Section 2.1](https://training.cochrane.org/handbook/current/chapter-ii#section-ii-2)) | | | | | | |
| Prefix (e.g. Ms, Dr): |  | | | Given name: | | |
| Middle initial(s) |  | | | Family name: | | |
| Job Title/Position: |  | | | | | |
| Organisation: |  | | | | | |
| Country: |  | | | | | |
| Privacy: | |  | As the contact person, your address and email will be published with the completed protocol or review. Your details will be stored on our central database, known as ‘Archie’, and may be accessed by members of Cochrane. Details of our privacy policy are available at <https://community.cochrane.org/organizational-info/resources/policies/data-policy>. | | | |
| What expertise do you bring to the review? | | (e.g. experience or expertise on the topic of the review, review methods, statistics) | | | | |
| Have you prepared a systematic review before? | | | | | | Yes  No |
| If yes, have you prepared a Cochrane review? (please state most recent title) | | | | | | Yes  No |
| At what level are you able to write English?  Basic  Average  Fluent | | | | | First language: | |
| Country of origin: |  | | | | | |

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| **Author 2**  You must have at least two authors to register a title. Copy this table for all additional authors. | | | | | | |
| Prefix (e.g. Ms, Dr): | |  | | Given name: | | |
| Middle initial(s) | |  | | Family name: | | |
| Job Title/Position: | |  | | | | |
| Organisation: | |  | | | | |
| Country: | |  | | | | |
| Privacy: |  | Your details will be stored on our central database, known as ‘Archie’, and may be accessed by members of Cochrane. Details of our privacy policy are available at <https://community.cochrane.org/organizational-info/resources/policies/data-policy>. | | | | |
| What expertise do you bring to the review? | | | (e.g. experience or expertise on the topic of the review, review methods, statistics) | | | |
| Have you prepared a systematic review before? | | | | | | Yes  No |
| If yes, have you prepared a Cochrane review? (please state most recent title) | | | | | | Yes  No |
| At what level are you able to write English?  Basic  Average  Fluent | | | | | First language: | |
| Country of origin: | |  | | | | |

**PLEASE ADD FURTHER AUTHOR TABLES AS REQUIRED**

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| **9.** **Roles and responsibilities**  Please advise who has agreed to undertake each of the following tasks: | |
| Guarantee the integrity of the work |  |
| Draft the protocol |  |
| Develop and run the search strategy | EPOC has two dedicated information specialists. It is EPOC’s preference that EPOC information specialists run searches for EPOC reviews. |
| Obtain copies of studies |  |
| Select which studies to include (2 people) |  |
| Extract data from studies (2 people) |  |
| Enter data into RevMan |  |
| Assessing risk of bias (2 people) |  |
| Undertaking GRADE assessments (2 people) |  |
| Carry out the statistical analysis | *Please indicate author with any prior experience undertaking statistical analysis in Cochrane or non-Cochrane systematic reviews* |
| Interpret the analysis |  |
| Draft the final review |  |

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| **10. Team resources** | |
| Have you read the *Cochrane Handbook for Systematic Reviews of Interventions*?  (see <http://training.cochrane.org/handbook>) | Yes  No |
| Do you require training?  If yes, on which topics? | Yes  No |
| Have you attended a Cochrane review training workshop?  If no, do you plan to? (see [available workshops](http://training.cochrane.org/es/search/site?f%5B0%5D=bundle%3Aworkshop&f%5B1%5D=bm_field_archived%3Afalse))  Which workshop did you/will you attend? | Yes  No  Yes  No |
| Are you familiar with RevMan web?  (see <https://documentation.cochrane.org/revman-kb> and <https://www.youtube.com/watch?v=UjxhKVzlVh4>) | Yes  No |
| Have you read:  Cochrane EPOC Review Group website? ([www.epoc.cochrane.org](http://www.epoc.cochrane.org))  EPOC resources for review authors (<http://epoc.cochrane.org/resources/epoc-resources-review-authors>)  PDQ-Evidence (<http://www.pdq-evidence.org/>) | Yes  No  Yes  No  Yes  No |
| Do you have access to these electronic databases: The Cochrane Library  MEDLINE  Embase | Yes  No  Yes  No  Yes  No |
| Do you have access to a medical library?  If yes, can you order journal articles not held in the library?  Do you have access to advice from a medical librarian? | Yes  No  Yes  No  Yes  No |
| Do you have access to reference management software (e.g. EndNote)?  If yes, which software, and what version? | Yes  No |
| Do you have access to a statistician?  If yes, who? | Yes  No |
| If none of the review authors are experts on the topic of the review, do you have access to someone with expertise on the topic that will provide you with support?  If yes, who? | Yes  No |
| If none of the review authors writes English fluently, do you have access to someone who writes English fluently that will provide you with support?  If yes, who? | Yes  No |
| Do you have contact with potential users of this review?  If yes, which one(s)? | Yes  No |
| Have you identified appropriate time and resources to complete the review?  How much time during the next year? | Yes  No |

**Appendix 1**

**Expectations of EPOC review authors**

This complements the Cochrane policy document on ‘[What does Cochrane expect of authors, and what can authors expect of Cochrane?](http://community.cochrane.org/editorial-and-publishing-policy-resource/cochrane-review-development/managing-expectations)’

Undertaking an EPOC review involves considerable work. A competent authorship team that includes people with relevant content and systematic review expertise, and the time to contribute this expertise, is crucial. We will not accept titles from author teams who lack the necessary expertise and commitment of time to complete a high quality protocol within six months of registering a title and a review within two years of publishing a protocol.

Guidance on conducting an EPOC review is available on the [EPOC website](http://epoc.cochrane.org/resources/epoc-resources-review-authors). More general guidance is available in the [Cochrane Handbook for systematic reviews of interventions](http://training.cochrane.org/handbook).

By agreeing to join a review team preparing a Cochrane review, review authors accept responsibility for preparing and updating the review in accordance with Cochrane policy. The EPOC Group will provide as much support as possible to assist with the preparation of the review.

EPOC review authors should:

* Familiarise themselves with, and adhere to, the methods for undertaking Cochrane reviews, and for EPOC reviews more specifically
* Adhere to the timeframe agreed with the editorial base for the protocol and review and inform the Managing Editor (ME) of any likely deviations from this timeframe
* Be able to commit sufficient time over 18 to 24 months to undertaking the review (this includes the time from title registration stage to completing the full review). The EPOC Editorial Team may withdraw the title, protocol or review if the review authors do not meet agreed upon milestones
* Respond within 3 weeks to emails and requests from the EPOC Editorial Team. Where it is not possible to undertake a task (for example, due to other commitments), the review author should inform the ME or another member of the Editorial Team within a week of receiving the request
* Submit a protocol and review written in publishable English. Where a review author team considers that it may not be able to write to a sufficient standard in English (for example, where English is not the first language of the review authors), they should declare this in the title registration form and negotiate with the EPOC Editorial Team to ensure that they have sufficient support
* Inform the EPOC Group of any possible conflicts of interest in relation to the review topic
* Be committed to keeping the review up to date every two years or as agreed with the EPOC Editorial Team, and to responding to comments and criticisms on the review. If a review author team is unable to maintain a review, the EPOC editors will discuss with the authors transferring the review to other review author(s) to ensure an up-to-date review. If the review is substantially out of date and has been superseded by other systematic reviews, the EPOC Editorial Team may withdraw the review from the Cochrane Library
* Not publish the review, or parts of the review, in another journal prior to publication in the Cochrane Library

The EPOC Editorial Team may de-register a title, transfer responsibility for a review to other review authors or withdraw a protocol or review from the Cochrane Library if review authors do not meet the above expectations. Once a title has been registered with the EPOC Editorial Team, we will make every effort to help ensure that a protocol and review are published in the Cochrane Library. However, the EPOC Editorial Team may reject protocols and reviews for the reasons listed in the [Cochrane rejection policy](http://community.cochrane.org/editorial-and-publishing-policy-resource/cochrane-review-management/policy-withdrawing-published-cochrane-reviews-including-protocols).