Application form to register a new Cochrane Methods Group

Applicants wishing to establish a new Cochrane Group are expected to embrace the ethos, values and principles of the Cochrane collaboration. They must also be able to demonstrate:

1. Evidence of a record supporting evidence-based practice and promoting the conduct and use of systematic reviews.
2. Expertise and competencies in systematic reviewing. It is expected that the Convenors and other staff (as appropriate) will have – in most cases - considerable experience leading relevant methodological research, of preparing Cochrane reviews or involvement in other Cochrane products or services.
3. Sufficient resources to enable the Group to meet its essential functions and be self-supporting.

The key objective of Methods Groups is “***to lead methods development, define best practice, and advise on methods implementation within Cochrane”.***

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| **Essential functions of Methods Groups** | **Desirable functions of Methods Groups** |
| 1. Spearhead methods research and development and act as a bridge between Cochrane and the wider research community. 2. Define best practice and ensure Cochrane guidance for accepted methods is up to date. 3. Support the implementation of new or amended methods by acting as an advisor or through involvement in the methods implementation project itself. | 1. Keep Cochrane up to date with changing and evolving methods, flagging methods for consideration, informed from individual’s research or from others in the field. 2. Lead or advise on the development of training and support for authors and editors during methods implementation and when a method is standard practice in Cochrane Reviews. 3. Maintain in co-operation with the Handbook editors an up to date edition, if relevant to Group’s scope. Support the Handbook Editors by identifying new content and highlighting new content that constitutes new methods for Cochrane and may require review by the Scientific Committee. 4. Work with the Cochrane Central Methods Team, Methods Support Unit and CRG Networks to provide timely guidance about the application of specific methods. 5. Support the provision of peer review for reviews utilising relevant methods. 6. Serve as a discussion forum for the community on specific methods, supporting and maintaining the membership of the Methods Group to facilitate this and other activities. 7. Ensuring that the Group functions as part of Cochrane, adheres to the [policies for Cochrane Groups](https://community.cochrane.org/organizational-info/resources/policies/policies-cochrane-groups) and maintains a website to detail contact information and Group outputs. |

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| Practical Details | |
| Who is the **primary contact** for your Group? |  |
| What will be the **methodological area** covered by your Group? |  |
| What will be the **location and host institution** of the Group? |  |
| Rationale– why is setting up a Group dedicated to this methodology beneficial? | |
| **The area in which the Group will operate**  Please describe in brief (approximately 250 words) the focus of the proposed Methods Group, and highlight where work needs to be done to improve the use of evidence or other gaps in the evidence system that you think a Cochrane Methods Group needs to fill. Please also highlight what [current Methods Groups](https://methods.cochrane.org/methods-groups) you think they will have links or overlap with, and why your proposed Methods Group is distinctive from the current Groups. |  |
| **Priorities**  What do you see as the highest priorities for Cochrane in this area, and which functional areas are the most important to your Group (see the 10 functions of Methods Groups listed on Page 1)? |  |
| What is the **current extent of Cochrane activity** for the method(s) covered within your proposed Methods Group (e.g., number of reviews using the method or types of Cochrane products)? |  |
| What is the **motivation from within your methodological area** to have a Cochrane presence? |  |
| Leadership & Governance – who will be leading the Group, both strategically and operationally? | |
| Who will be the members of the **leadership team** for the Group?  The curriculum vitae of the Convenor(s) should be submitted as part of the application. |  |
| Will your Group establish an **Advisory Board** to assist, advise and support its work? If so, please provide details of its **proposed members**, listing the various groups or organisations to be represented. [Note: it is not obligatory to have an Advisory Board] |  |
| Resourcing - how will the Group be funded?  *Cochrane recognises that receiving approval to set up a Methods Group can increase the chance of securing external funding, and it is therefore not essential to have financial support in place before a Group is established. Cochrane is unable to provide direct funding to support the management and operations of Methods Groups and has limited funds to commission and fund methods development projects, except in exceptional circumstances where work is needed to support a strategic priority. Cochrane can provide a range of in-kind support to facilitate the uptake of important advances made by Methods Groups into Cochrane evidence and systems.* *Those proposing a new Methods Group should consider the practicalities of running a Methods Group without financial support if funding applications are not successful.* | |
| What **financial support** will the Group have? |  |
| What **internal or in-kind support** will be available to the Group? |  |
| What is the **term of the funding** available? How stable is the funding situation for the Group? |  |
| What **restrictions** are attached to the funding that may restrict the activities of the Group. |  |
| What is the proposed **staffing** of the Group, including the names of any known staff, their roles and time allotted to Cochrane activities? |  |
| Strategic Plan – what are the proposed activities of the Group | |
| A **Strategic Plan** (covering 2-3 years) that lists the principal goals of the Group, together with specific activities and intended targets, should be provided. The Strategic Plan should reflect the core functions of the Group. (See sample templates available separately.) | Please provide this on the separate template. |
| Mentorship and support | |
| Are there any other Cochrane Groups well placed to offer your Group mentorship and support based on factors such as language, common specialisms, and geographic location? |  |
| Are there any non-Cochrane groups or organisations with similar aims that could be collaborated with as part of the Groups governance or activities? |  |
| Conflict of Interest | |
| **Declarations of interest** of the Convenors (please complete the [Cochrane Conflict of Interest Declaration](https://methods.cochrane.org/sites/default/files/public/uploads/cochrane_methods_group_-_declaration_of_interest_form.docx)). |  |
| Letters of Support | |
| In support of the application, **letters of support** should be sought from the following:   * Key national organisations that will have a role in ensuring the success of the Group. * The institution that is hosting the Group. * Other individuals whose support is considered important. |  |

Version control

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