Cochrane Breast Cancer Group

Review proposal form: overview of reviews

Version 2.1, June 2020

Please complete this form to outline your proposal for a Cochrane Overview of Reviews. Complete all sections in full. Use the [Cochrane Handbook chapter on overviews](https://training.cochrane.org/system/files/uploads/protected_file/HB6draft_V_Overviews.pdf) and [training resources](https://training.cochrane.org/resource/overviews-reviews) for guidance.

Email the completed form to Melina Willson, Managing Editor, Cochrane Breast Cancer Group: [cochrane@ctc.usyd.edu.au](mailto:cochrane@ctc.usyd.edu.au).

**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.

# 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). Confirm in Section 6 below whether any member of the author team has a potential conflict of interest.

If your title is accepted, the Review Group will request a full Declaration of Interest from each member of the author team. **The title will not be registered for publication until the Review Group has assessed any relevant Conflict of Interest.**

|  |
| --- |
| Essential checks before title submission:  * We are aware that preparing a Cochrane Review requires a significant commitment. At least two authors are required before a title can be registered. The author team should involve someone with statistical and methodological expertise, someone with clinical experience in the topic area, as well as someone who has a high standard of written English. * We have checked that this proposal falls within the scope of the Cochrane Breast Cancer Group. We have checked the list of [existing registered titles](https://www.cochrane.org/search/site/?adv=1&f%255b0%255d=im_field_stage%253A1&f%255b1%255d=im_field_stage%253A2&f%255b2%255d=im_field_stage%253A3&f%255b3%255d=im_field_terms_archie_topics%253A572&f%5B0%5D=im_field_stage%3A1&f%5B1%5D=im_field_stage%3A2&f%5B2%5D=im_field_stage%3A3&f%5B3%5D=im_field_terms_archie_topics%3A572) and searched the [*Cochrane Database of Systematic Reviews*](https://www.cochranelibrary.com/advanced-search) in the Cochrane Library for published reviews and protocols and can confirm that this proposal has not been covered by another Cochrane Review. * We have read [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. * We have created a [Cochrane account](https://account.cochrane.org) for each potential contributor. * We understand that all authors must follow the [*Cochrane Handbook for Systematic Reviews of Interventions*](http://handbook.cochrane.org/). * We understand that if the standard of work delivered at protocol or review stage does not meet the standards of the Cochrane Breast Cancer Group and Cochrane within agreed upon timeframes, we reserve the right to withdraw the topic at any stage during the editorial process. * We have 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) and have informed the Managing Editor of any potential conflict of interest. |

|  |  |
| --- | --- |
| Author registration NOTE TO REVIEW GROUPS: PLEASE DELETE THIS SECTION BEFORE CIRCULATING THIS FORM. | |
| 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. | |
| Author 1 | Email used to register for Cochrane Account |
| Author 2 | Email used to register for Cochrane Account |
| Author 3 | Email used to register for Cochrane Account |
| Add other rows as required for other author team members. | |

|  |  |
| --- | --- |
| Proposed title (see [Handbook section V.2.3](https://training.cochrane.org/handbook/current/chapter-v#section--2-3)). **Your proposal should not overlap with an existing Cochrane Overview.**  Standard formats for Cochrane Overview titles:   * Interventions FOR [health problem/issue] e.g. Interventions for bronchiectasis: an overview of Cochrane systematic reviews * [Intervention] FOR [health problem/issue] e.g. Adhesion prevention agents for gynaecological surgery: an overview of Cochrane reviews * [Intervention] FOR [health problem/issue] IN [participant group] e.g. Blood products for the prevention of intraventricular haemorrhage in preterm infants: an overview of systematic reviews | |
| Title: |  |

|  |  |  |
| --- | --- | --- |
| Contact person | |  |
| Name: |  | |

|  |  |
| --- | --- |
| Overview proposal and review inclusion criteria (see [Handbook Chapter V](https://training.cochrane.org/handbook/current/chapter-v)) | |
| Why is it important to do this overview? | Why are you proposing to undertake this overview? For example, is it particularly topical at the present time? What is the clinical relevance?  Please use the ‘Overview context’ section below to state if this overview would form part of a Masters or Doctorate, or of a larger research project. |
| Overview objectives: | Give a short statement of the primary aim of the overview, e.g. to assess the effectiveness of interventions for a health problem. |
| Types of reviews: | Outline the types of review that will be included in the review, e.g. Cochrane and/or non-Cochrane systematic reviews. |
| Reviews identified for inclusion: | Please provide citations of relevant reviews. |
| Participants / population: ([section 3.2.1](https://training.cochrane.org/handbook/current/chapter-03#section-3-2-1)) | Outline the types of populations to be included and excluded. Consider demographic factors, the type/stage of disease/condition, and care setting. |
| Intervention(s): ([section 3.2.2](https://training.cochrane.org/handbook/current/chapter-03#section-3-2-2)) | 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? |
| Comparison(s): ([section 3.2.3](https://training.cochrane.org/handbook/current/chapter-03#section-3-2-3)) | What will the intervention be compared to, e.g. placebo, no intervention, standard care? |
| Outcomes and adverse effects: ([section 3.2.4](https://training.cochrane.org/handbook/current/chapter-03#section-3-2-4)) | List the primary and secondary outcomes you will measure. Include including outcomes important to people with the relevant disease/condition as well as those treating them. Specify how your outcomes may be measured, e.g. the type of scale or count likely to be used, and the timing of the measurement. |
| Primary outcomes: |  |
| Secondary outcomes: |  |
| Adverse effects: |  |
| Subgroup analyses: ([section 10.11](https://training.cochrane.org/handbook/current/chapter-10#section-10-11)) | 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 |
| Other information: | Outline any other factors you plan to consider in your overview, or other information you would like to provide, e.g. relevance to consumers, how this overview complements other published Cochrane Reviews or Overviews, outcomes of interest and whether or not those outcomes have been addressed in the included reviews. |
| Related Cochrane Overviews, Reviews or protocols: |  |

|  |  |
| --- | --- |
| Overview context | |
| Is the overview subject to any specific funding? |  |
| Would the overview form part of your postgraduate study, or of a larger research project? |  |
| Has the overview already been submitted for publication or published elsewhere? |  |

|  |
| --- |
| 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 financial interest from the three years prior to the date of this submission.  **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 outcome of the Cochrane Overview (including but not limited to drug companies or medical device manufacturers), or who hold or have applied for a patent related to the Cochrane Overview are prohibited from being Cochrane Overview 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 overview; funding for primary research in the subject area of the overview; 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.)  • 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 Overview.  • **There must be a majority of non-conflicted authors for any particular overview and the lead (first) author must have no conflicts.** For example, if two authors in an overview 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. |
| **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 authors have a potential conflict of interest?** Yes 🞏 No 🞏 |
| If yes, you should discuss these potential conflicts with the Review Group’s Managing Editor before submitting this form.  ***Failure to disclose potential conflicts at this stage, or at any point during the writing of the overview, may lead to it being rejected for publication or being removed from the Cochrane Library at a later date.*** |

|  |
| --- |
| Authors' responsibilities |
| By completing this form, you accept responsibility for preparing, maintaining and updating the overview in accordance with Cochrane policy. Cochrane Breast Cancer Group will provide support to assist with the preparation of the overview.  If drafts are not submitted by the agreed deadlines, or if the 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.  Cochrane has the right to reject a Cochrane Overview at any stage before publication (including unpublished protocols, unpublished Cochrane Overview, and Cochrane Overviews that are being updated). Please see Cochrane’s [Rejection Policy](https://community.cochrane.org/editorial-and-publishing-policy-resource/cochrane-review-management/rejection-cochrane-reviews).  You accept responsibility for maintaining the overview in light of new evidence, comments and criticisms, and other developments, and updating the overview based on need, or, if requested, transferring responsibility for maintaining the overview to others. |
| Publication in the *Cochrane Database of Systematic Reviews* (*CDSR*) |
| Cochrane’s support in preparing your overview is conditional upon your agreement to publish the protocol, finished overview and subsequent updates in the *CDSR*. By completing this form, you undertake to publish this overview in the *CDSR* before publishing elsewhere (concurrent publication in other journals may be allowed in certain circumstances with prior permission). |
| **I understand the commitment required to undertake a Cochrane Overview, and agree to publish first in the *CDSR*.**  **Signed on behalf of the authors:** |
| **Form completed by:** |
| **Date:** |

|  |  |  |
| --- | --- | --- |
| Overview authors (see [Handbook sections II.2.1](https://training.cochrane.org/handbook/current/chapter-ii#section-ii-2-1) and [II.2.2](https://training.cochrane.org/handbook/current/chapter-ii#section-ii-2-2))  In accordance with Cochrane’s [Publication Policy](https://community.cochrane.org/editorial-and-publishing-policy-resource/ethical-considerations/authorship-and-contributorship), 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 overview * Be involved in drafting the overview * Approve the final version of the overview before publication * Agree to be accountable for the accuracy and integrity of the overview | | |
| Contact person / Author 1Author who will take responsibility for the review and communicate with the editorial base throughout review development; does not need to be the first listed author – please adjust numbering above. | | | |
| Full name and qualifications: *e.g.* *Dr Xia Li, PhD* |  | | |
| Job title: *e.g. Registrar* |  | | |
| Organisation: *e.g. West China Hospital, Sichuan University* |  | | |
| Data protection and privacy If your title is accepted,as the contact person, your affiliation and email address will be published with the completed protocol or overview in the *Cochrane Database of Systematic Reviews*.Personal data collected and used for publication in the Cochrane Library are covered by the [Wiley Privacy policy](https://www.wiley.com/en-gb/privacy).  Your Cochrane Account details will be visible to other groups and contributors in our contact database. If you are allocated a role as a Cochrane author, you will be able to update your profile and can choose to hide your email address and affiliation from contributors not in your primary group. | | | |
| What expertise do you bring to the overview (e.g. clinical, review methods, statistics)? | |  | |
| Have you prepared a systematic review before? | | Yes 🞏 No 🞏 | |
| If yes, have you prepared a Cochrane Review? | | Yes 🞏 No 🞏 | |
| If yes, please state most recent title: | |  | |
| Have you prepared a (Cochrane) Overview of reviews before? | | Yes 🞏 No 🞏 | |
| Do you already have a role in another Cochrane Review Group? | | Yes 🞏 No 🞏 | |
| If yes, which one(s)? | |  | |
| Level of spoken and written English: | |  | |
| Translating clinical trials published in languages other than English is a vital role in Cochrane.  I would be willing to assist with translation of clinical trials published in these language(s): | |  | |

|  |  |  |
| --- | --- | --- |
| Author 2 You must have at least two authors to register a title. Copy this table for additional authors. | | |
| Full name and qualifications: *e.g.* *Dr Xia Li, PhD* |  | |
| Job title: *e.g. Registrar* |  | |
| Organisation: *e.g. West China Hospital, Sichuan University* |  | |
| Data protection and privacy If your title is accepted,your affiliation will be published with the completed protocol or review in the *Cochrane Database of Systematic Reviews*.Personal data collected and used for publication in the Cochrane Library are covered by the [Wiley Privacy policy](https://www.wiley.com/en-gb/privacy).  Your Cochrane Account details will be visible to other groups and contributors in our contact database. If you are allocated a role as a Cochrane author, you will be able to update your profile and can choose to hide your email address and affiliation from contributors not in your primary group. | | |
| What expertise do you bring to the review (e.g. clinical, review methods, statistics)? | |  |
| Have you prepared a systematic review before? | | Yes 🞏 No 🞏 |
| If yes, have you prepared a Cochrane Review? | | Yes 🞏 No 🞏 |
| If yes, please state most recent title: | |  |
| Have you prepared a (Cochrane) Overview of reviews before? | | Yes 🞏 No 🞏 |
| Do you already have a role in another Cochrane Review Group? | | Yes 🞏 No 🞏 |
| If yes, which one(s)? | |  |
| Level of spoken and written English: | |  |
| Translating clinical trials published in languages other than English is a vital role in Cochrane.  I would be willing to assist with translation of clinical trials published in these language(s): | |  |

|  |  |
| --- | --- |
| Roles and responsibilities Please advise who has agreed to undertake each of the following tasks: | |
| Draft the protocol: |  |
| Develop and run the search strategy: |  |
| Obtain copies of reviews: |  |
| Select which reviews to include (2 people): |  |
| Extract data from reviews (2 people): |  |
| Enter data into RevMan Web: |  |
| Carry out the analysis: |  |
| Interpret the analysis: |  |
| Draft the final overview: |  |

|  |  |
| --- | --- |
| Team resources | |
| Have you read the [*Cochrane Handbook for Systematic Reviews of Interventions*](http://handbook.cochrane.org/)? | Yes 🞏 No 🞏 |
| Do you require training? | Yes 🞏 No 🞏 |
| If yes, on which topics? |  |
| Have you attended a Cochrane Review training workshop? | Yes 🞏 No 🞏 |
| If no, do you plan to register for a [future Cochrane training event](https://training.cochrane.org/search/site?f%5B0%5D=bundle%3Aworkshop&f%5B1%5D=bm_field_archived%3Afalse)? | Yes 🞏 No 🞏 |
| Which workshop did you/will you attend? |  |
| Which computer operating system do you use? |  |
| Have you read the information for review authors on the [Cochrane Breast Cancer Group](https://breastcancer.cochrane.org/) website? | Yes 🞏 No 🞏 |
| Do you have access to the [*Cochrane Database of Systematic Reviews*](https://www.cochranelibrary.com/advanced-search)? | Yes 🞏 No 🞏 |
| Do you have access to MEDLINE and Embase? | Yes 🞏 No 🞏 |
| Do you have access to a medical library? | Yes 🞏 No 🞏 |
| If yes, can you order journal articles not held in the library? | Yes 🞏 No 🞏 |
| Do you have access to advice from a medical librarian? | Yes 🞏 No 🞏 |
| Do you have access to reference management software (e.g. Endnote)? | Yes 🞏 No 🞏 |
| If yes, which software, and what version? |  |
| Do you have access to a statistician? | Yes 🞏 No 🞏 |
| If yes, please provide statistician’s name: |  |
| Do you have contact with consumer groups relevant to this review? | Yes 🞏 No 🞏 |
| If yes, please list relevant consumer groups: |  |
| Have you identified appropriate time and resources to complete the review? | Yes 🞏 No 🞏 |
| Would you like to be assigned a mentor (an experienced author who has volunteered to help new authors)? | Yes 🞏 No 🞏 |