### Query Information

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| **Query ID assigned *(internal office use only)*:** | Query ID to be assigned. |
| **Organization requesting the information:** | Enter Client Information. |
| **Project title:** | Enter Project Title. |
| **Date prepared:** | Select date |
| **Project leader and contact information:** | Enter Contact Details. |
| **Is this rapid review through COVID-END?** | Yes  No |
| **Are you a Cochrane Canada Centre?** | Yes  No |

### About the Project Team

*Highlight your team’s and your expertise in this topic area and with rapid reviews.*

*Please provide details on the team, including who the content expert and patient/citizen partners are on the team and how everyone will be involved.*

*We recommend involving* ***one content expert*** *in the area and* ***two patient/citizen partners*** *(one lead and one support) to be involved with the rapid review.* *We also encourage* ***inclusion of trainees*** *(e.g., graduate student, post-doctoral fellows, research fellows, etc.) as part of your research team, when possible.*

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### Rapid Review Type

*Please indicate what type of rapid review you are undertaking.*

*You can use the tool* [***What Review is Right For You?***](https://whatreviewisrightforyou.knowledgetranslation.net/) *to help you decide which approach would be most useful in answering the research question posed by the decision-maker(s).*

Rapid Review (using streamlined approaches to a systematic review)[[1]](#footnote-1)

Rapid Scoping Review (using streamlined approaches to a scoping review)[[2]](#footnote-2)

Rapid Overview of Reviews (using streamlined approaches to an overview of reviews)[[3]](#footnote-3)

Other variations, please specify: Click or tap here to enter text.

### Research Question/Objective

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| Is your rapid review on a topic related to COVID-19? | Yes  No |
| *If yes, have you registered your topic with the* [***National Collaborating Centre for Methods and Tools***](https://www.nccmt.ca/covid-19/covid-19-evidence-reviews)*?* | Yes  No  Not applicable |

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| **Research question**  Provide an explicit statement of the questions and objectives being addressed with reference to their key elements (e.g., population or participants, concepts, and context) and any other element used to conceptualize the review. |  |
| **Population/Problem**  Please clearly define the population/problem and provide inclusion and exclusion criteria. |  |
| **Intervention/Exposure**  Please clearly define the intervention/exposure and provide inclusion and exclusion criteria.  \*For a scoping review, this can be captured under **Concepts** of interest. |  |
| **Control/Comparator**  Please clearly define the control/comparator(s) and provide inclusion and exclusion criteria.  \*Not applicable for a scoping review. |  |
| **Outcome**  Please clearly define the outcome(s) and provide inclusion and exclusion criteria.  \*For a scoping review, this can be captured under **Concepts** of interest. |  |
| **Setting**  \*This is captured under Context in a scoping review (e.g., urban, remote or rural settings). |  |
| **Study design**  Please specify what study designs will be eligible for inclusion (e.g., observation studies, clinical trials, commentaries, editorials, etc.) |  |
| **Publication Language**  Please specify if publications will be limited by language. |  |
| **Publication Year**  Please specify if publication will be limited by year. |  |

### Protocol Registration

*If your rapid review has very short timeline (5-10 business days), it is possible you did not have a chance yet to register your protocol.*

*If the protocol was registered, please indicate the registry it was submitted to.*

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|  | *Please select one.* | *Please provide the protocol ID.* |
| [**PROSPERO**](https://www.crd.york.ac.uk/prospero/)  PROSPERO is an international prospective register that accepts protocol for systemic reviews, **rapid reviews**, and umbrella reviews in health and social care, welfare, public health, education, crime, justice, and international development, where there is a health related outcome. |  |  |
| [**OSF Registries**](https://osf.io/registries)  Open Science Framework is a free, open platform to support research and enable collaboration. |  |  |
| Other | Please specify: Click or tap here to enter text. |  |

If the protocol has note been registered, but you plan to do so in the future, please indicate anticipated submission date and platform here.

***Enter N/A if not applicable (e.g., rapid review must be completed within 5-10 business days).***

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### Literature Search

*There are several things to consider when developing a search strategy. Always work with an experienced librarian in developing your search strategy. We recommend prioritizing specificity over sensitivity.*

*CADTH’s information specialists have developed and peer-reviewed a set of* [*search strings for topics related to COVID-19*](https://covid.cadth.ca/literature-searching-tools/cadth-covid-19-search-strings/)*.**[[4]](#footnote-4)*

**What search limitations are you employing, if any?**

* *Limiting by publication date (e.g., last year, last 10 years, last 15 years).*
* *Limiting by publication language (note: we encourage all languages for COVID-19 or other global conditions, unless the knowledge user suggests otherwise).*
* *Limiting by study types (e.g., primary studies, reviews, guidelines).*

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**Which bibliographic databases will you be searching?**

*We recommend at least MEDLINE/PubMed and EMBASE – also Cochrane if feasible.*

*Additionally, search COVID-19 specific databases such as* [*COVID-19 L•OVE*](https://app.iloveevidence.com/loves/5e6fdb9669c00e4ac072701d)*,* [*LitCovid*](https://www.ncbi.nlm.nih.gov/research/coronavirus/)*,* [*WHO Global Literature on COVID-19*](https://search.bvsalud.org/global-literature-on-novel-coronavirus-2019-ncov/)*, and* [*McMaster PLUS*](https://plus.mcmaster.ca/COVID-19/)*.*

*\*\*\*Please describe any sex and gender or additional equity considerations (e.g., age, income, ethnocultural backgrounds, Indigenous status, languages spoken, geographic location, ability/disability) to developing the search strategy and selecting databases.* *[[5]](#footnote-5)*

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**Which grey literature sources will you be searching?**

*We recommend searching at least a trial registry, such as the* [*International Clinical Trials Registry Platform (ICTRP)*](https://www.who.int/clinical-trials-registry-platform/the-ictrp-search-portal)*, a COVID-19 resource, such as the* [*McMaster Health Forum*](https://www.mcmasterforum.org/networks/covid-end)*, and a pre-print server, such as* [*medRxiv*](https://www.medrxiv.org/)*.*

CADTH has also published a curated list of [COVID-19 grey literature sources](https://covid.cadth.ca/literature-searching-tools/cadth-covid-19-grey-literature-resources/).[[6]](#footnote-6)

*\*\*\*Please describe any sex and gender or additional equity considerations to selecting grey literature sources**.*5

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**Literature Search Date**

Please select your latest literature search date: Click or tap to enter a date.

### Study Selection Approach

*Always use standardized screening forms for both title and abstract screening and full-text screening.*

*To calibrate the screening forms, a pilot exercise must be completed by all reviewers and the lead scientist.*

*Consider whether screening will be done in duplicate, OR one reviewer screens and a second reviewer screens excluded studies, OR only one reviewer screens following calibration exercise.*

*Other novel approaches can include machine learning/semi-automation approaches.*

*\*\*\*Please describe any sex and gender or additional equity considerations related to the eligibility criteria, and specifically, selection of outcomes.*5

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### Data Extraction Approach

*Always use a standardize data extraction form and perform a pilot exercise to calibrate and test the form with all reviewers and the lead scientist.*

*Consider whether data extraction will be done in duplicate OR one reviewer will extract and a second reviewer will verify key data elements or all data elements.*

*Other novel approach can include machine learning and text-mining tools.*

*To save time, parallelization of tasks can also be planned (e.g., screening and data abstraction occur simultaneously).*

*\*\*\*Please describe any sex and gender or additional equity considerations to data collection, such as abstraction of equity-focused outcomes.*5

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### Risk of Bias Assessment Approach

*This step is not applicable if conducting a rapid scoping review.*

*Always use a validated risk of bias tool for the included study design.*

*Consider whether risk of bias assessment will be done in duplicate OR one reviewer to rate risk of bias and a second reviewer to verify.*

*Unless the team is experienced with the risk of bias tools, a pilot exercise should be done with all reviewers and the lead scientist.*

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### Synthesis Approach

*Limit to basic descriptive summary of studies.*

*We recommend keeping the report very high-level.*

*One strategy is to send preliminary results and ask for a deep-dive on key issues from knowledge users.*

*Use summary tables.*

*Interpretation of results needs to carefully consider any streamlined methods used.*

*Be specific and transparent about what might have been lost in process and what needs to be addressed in future.*

*Comment on whether a more comprehensive (systematic) review should be completed and when such a review should be done.*

*Work closely with your knowledge user to interpret results will ensure that end-product is relevant and fit-for-purpose.*

*\*\*\*Please describe any sex and gender or additional equity considerations to data synthesis and interpretation.*5

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### Knowledge User Engagement Plan

*Describe how you plan to engage the immediate knowledge user (i.e., commissioning organization) throughout the project phase (inception to completion).*

*We recommend weekly updates for rapid reviews at a minimum using the* [*progress update template*](https://sporevidencealliance.ca/wp-content/uploads/2021/05/5.-SPOREA-COVIDEND_Progress-Update-TEMPLATE.docx) *provided.*

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#### Frequency of knowledge user update

*Please include frequency of progress updates you will provide to the knowledge users (e.g., weekly updates).*

Please select one from the dropdown menu.

### Patient and Citizen Partner Engagement Plan

*We encourage each review to include two patient/citizen partners (one lead and one support) on each rapid review. If you have pre-existing relationships with relevant patients/citizens, then feel free to include them and if not, we are happy to match you with patient/citizen partners who have the relevant lived experience for the review topic.*

*Patient/citizen partner contributions are recognized through our* [***Patient Partner Appreciation Policy***](https://sporevidencealliance.ca/wp-content/uploads/2020/10/SPOR-EA_Patient-Partner-Appreciation-Policy-and-Procedure_2020.pdf) *and are invited as coauthors on the report if they participate in multiple steps.*

*We recommend patient/citizen partners are engaged in the following steps of the review process, at a minimum:*

1. *Protocol stage (in particular in the selection of outcomes relevant to patients/citizens)*
2. *Co-production of one key message for patients/citizens at the results stage*
3. *Co-production of a plain language summary after the review has been submitted to the knowledge user.*

*Communication with patient/citizen partners is of outmost importance and we recommend letting them know they have 1 hour to review the protocol (and it must be done within 24 hours), 1 hour to review the results and 1 hour to provide a patient-relevant key message (done within 24 hours) and 5 hours to co-produce the plain language summary (to be done two weeks after the report has been submitted to the knowledge user).*

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### Dissemination or Implementation Plan

Describe your dissemination goals and how you plan to achieve these goals. Provide as much detail as possible.

* *Identify your target audiences (knowledge users).*
* *Products or tools to be disseminated.*
* *Your plan for dissemination.*
* *How you anticipate the products or tools to be used.*
* *We recommend a 1-page summary tailored to your knowledge user.*
* *Consider alternate mediums to spread your message (e.g., Twitter, YouTube, LinkedIn).*
* *We recommend publishing your findings with a pre-print server (e.g.,* [*https://www.medrxiv.org/*](https://www.medrxiv.org/)*).*

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### Declaration of Conflict of Interest

A conflict of interest (COI) occurs when personal, occupational, professional, intellectual or financial interests, either directly or indirectly, affect or appear to affect the objectivity of an Evidence Alliance member. A COI can be *real, potential, or perceived* in nature.**[[7]](#footnote-7)**

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| A ***real COI*** arises when a member has a bias, or a personal, occupational, professional or financial relationship(s) or interests that may affect or compromise, or appear to affect or compromise their work with the Evidence Alliance or with the specific project. |
| A ***potential COI*** arises when a member does not currently have a real COI but can foresee that their private, personal, or professional relationship(s) or interests may have the potential to influence their work with the Evidence Alliance (or with a specific project) in the future. |
| A ***perceived (or apparent) COI*** may exist when a reasonable, well-informed person believes that an Evidence Alliance member has a real or potential COI even though there is neither a real nor a potential conflict. |

***Refer to our COI policy found*** [***here***](https://sporevidencealliance.ca/wp-content/uploads/2020/10/SPOR-EA_COI-Disclosure-Policy_Final_2020.pdf) ***to declare any potential conflicts of interest****.*

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### Completion of Reflective Equity, Diversity and Inclusion Exercise

*Please select the date of completion of the reflective exercise included in your package.*

Completed on: Click or tap to enter a date.

### Timeline with Descriptive Milestones

*COVID-END reviews must be completed within 5-10 business days.*

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| **Key Milestones** | **Timeline** |
| Topic Refinement |  |
| Protocol Development |  |
| Literature Strategy Refinement |  |
| Literature Search |  |
| Title and Abstract Screening |  |
| Full-Text Screening |  |
| Data Extraction and Risk of Bias Assessment |  |
| Data Synthesis |  |
| Report Writing |  |
| Dissemination |  |

### Budget

*Note: The maximum allowable budget is $25,000 CAD. Depending on the project scope, the budget can range between $15,000CAD and $25,000CAD.*

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| *(See excel template)* |

### Other

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1. For methods use [WHO Guide for Rapid Review](https://www.who.int/alliance-hpsr/resources/publications/rapid-review-guide/en/); for reporting use [PRISMA 2020 Statement](https://osf.io/preprints/metaarxiv/v7gm2/). [↑](#footnote-ref-1)
2. For methods use [WHO Guide for Rapid Review](https://www.who.int/alliance-hpsr/resources/publications/rapid-review-guide/en/), and [Updated JBI Manual](https://doi.org/10.46658/JBIMES-20-12); for reporting use [PRISMA-ScR Statement](http://www.prisma-statement.org/Extensions/ScopingReviews). [↑](#footnote-ref-2)
3. For methods use [WHO Guide for Rapid Review](https://www.who.int/alliance-hpsr/resources/publications/rapid-review-guide/en/), and [Cochrane Handbook](https://training.cochrane.org/handbook/current/chapter-v); for reporting use [PRISMA 2020 Statement](https://osf.io/preprints/metaarxiv/v7gm2/). [↑](#footnote-ref-3)
4. CADTH COVID-19 Search Strings. Available from <https://covid.cadth.ca/literature-searching-tools/cadth-covid-19-search-strings/> [↑](#footnote-ref-4)
5. Heidari S, Babor TF, De Castro P, Tort S, Curno M. Sex and Gender Equity in Research: rationale for the SAGER guidelines and recommended use. Res Integr Peer Rev. 2016 May 3;1:2. [doi: 10.1186/s41073-016-0007-6](https://researchintegrityjournal.biomedcentral.com/articles/10.1186/s41073-016-0007-6). [↑](#footnote-ref-5)
6. CADTH COVID-19 Grey Literature Resources. A Curated List of Evidence-Based Sources for Health Professionals, Librarians, and Researchers. Ottawa: CADTH; 2020 October. Available from <https://covid.cadth.ca/literature-searching-tools/cadth-covid-19-grey-literature-resources/> [↑](#footnote-ref-6)
7. <https://www.cadth.ca/about-cadth/how-are-we-doing/conflict-interest> [↑](#footnote-ref-7)