**Proposal form for a systematic review project**

**SECTION A – GENERAL INFORMATION**

* **Acronym of the project submitted:**
* **Title of the project** *(This can be the same or very similar to an article title. The title should ideally include the review question, for example: What is the effect of intervention/exposition A in inducing change in subject B? What is the impact of factor X on subject Y? In addition, the title should indicate if it is a systematic review of a systematic map envisaged, for example: “What is the impact of factor X on subject Y? A systematic map”)****:***

* **Principal Investigator (PI):**
* LAST NAME:
* First name:
* E-mail:
* Organization (e.g. name of university):
* Country:
* **Co-PI** (if relevant):
* LAST NAME:
* First name:
* E-mail:
* Organization (e.g. name of university):
* Country:
* **Expertise of the Principal investigator/post-doctoral student related to the submitted project proposal** *(max 100 words)***:**

* **Summary** max 500 words (*we encourage that summaries are structured in two distinct sections. Background: outlining the context and need/purpose of the review; Methods: how the review will be conducted including a brief overview of methodological steps and outcomes envisaged):*
* **Background:**
* **Methods:**
* **[FR] Résumé** max 300 words *(nous vous conseillons de structurer le résumé en deux sections distinctes. Contexte: description du contexte et de la nécessité/du but de le revue ; Méthodes : comment le revue sera menée, y compris un bref aperçu des étapes méthodologiques et des résultats envisagés)*
* **Contexte:**
* **Méthodes:**
* List **five keywords** that explain your project**:**

**SECTION B – THE PROJECT**

**1/ Body of the proposal and preliminary bibliometric analysis**

*(this should clearly address the scientific content of the planned project)*

* **Objectives of the review** max 300 words *(This section should outline the primary (and secondary, if applicable) question(s) that the project aims to answer, you may also present definitions of the primary question components (e.g., the subject, intervention/exposition, and outcome measures (PICO/PECO)):*

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* **Context and methods** max 750 words *(Please describe the state of knowledge, indicate why this study is necessary, and what it aims to contribute to the field)*:

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* **Preliminary bibliometric analysis (scoping exercise)** max 500 words *(The description here should detail: (1) the number of publications (‘search hits’) retrieved from the proposed search string (i.e., key words). (2) the publication databases searched, and any other* internet searches or specialist searches to be conducted – for example searches for grey literature).

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**2/ Planned activities and feasibility of your planned project** max 1000 words *(Applicants are also required here to explain the different stages of the planned systematic review and thus assess the feasibility of the project).*

* **Article Screening and study eligibility criteria:**
* Screening process: *(Describe the methodology for eligibility screening including: Title, abstract and full text screening methodology, Test(s) for consistency checking of decision regarding inclusion/exclusion, at title, abstract, full-text level between two or more reviewers. Clearly outline if screening will be done manually, or with the use of text mining / machine learning methods).*

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* Eligibility criteria: *(Provide explanation about the rationale you propose to include/exclude articles)*

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* **Study validity assessment:** *(Describe here the approach you propose to use to critically appraise and assess quality of included studies. In systematic maps this is likely to be more limited than in systematic reviews and may not be included at all)*

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* **Data coding strategy:** *(Describe here the method for meta-data extraction and coding for studies and how each study will be recorded as an element of the map. This will normally include a data coding spreadsheet)*

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* **Study mapping and presentation:** *(Describe here the methods you might use to map, narratively synthesise and present the collected studies and the data they contain. Also describe the methods to be used to identify and/or prioritise key knowledge gaps (unrepresented or underrepresented subtopics that warrant further primary research) and knowledge clusters (well-represented subtopics for a full synthesis via systematic review).*

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3/ Timetable of activities - *(Please outline the program you envisage for the project.)*

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**4/ Anticipated results**

* **Anticipated results and benefits arising from the project** max 700 words

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* **Which criteria would you choose to evaluate the success of your project? (<150 words)**

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* **Impact of the project for the post-doctoral student** max 150 words **-** Please identify what the potential impact of the project may be for the post-doctoral fellow (preparation of a call to another window, insertion into an interdisciplinary network of national researchers, etc.).

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**5/ Promotion of research and publications planned** max 500 words

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**SECTION C – STEERING COMMITTEE**

*A group of* ***researchers (maximum 8)*** *formed into a* ***steering committee*** *should accompany a post-doctoral student and the principal investigator. 6 of the researchers must be identified by the candidates. Please list them below.*

*Note:*

* *All the members of the steering committee must represent each of the disciplines necessary for the success of the project.*
* *For each participant, please ensure you have ‘in principle’ agreed on their participation (section E)*
* *Systematic review proposals may be submitted by fellow researchers or by post-doctoral students.*

**Member 1**

**•** LAST NAME:

**•** First name:

**•** E-mail address:

**•** Gender:

**•** Current position:

**•** Year of completion of PhD:

**•** Organization: 

**•** Laboratory: 

**•** City:

**•** Country:

**•** Function in the group**:**

**•** Brief biography describing expertise relevant to the project (<100 words):

**•** Intended contribution to the group (<50 words):

**•** Top 5 publications in the last 5 years:

**Member 2**

**•** LAST NAME:

**•** First name:

**•** E-mail address:

**•** Gender:

**•** Current position:

**•** Year of completion of PhD:

**•** Organization:

**•** Laboratory:

**•** City:

**•** Country:

**•** Function in the group**:**

**•** Brief biography describing expertise relevant to the project (<100 words):

**•** Intended contribution to the group (<50 words):

**•** Top 5 publications in the last 5 years:

**Member 3**

**•** LAST NAME:

**•** First name:

**•** E-mail address:

**•** Gender:

**•** Current position:

**•** Year of completion of PhD:

**•** Organization:

**•** Laboratory:

**•** City:

**•** Country:

**•** Function in the group**:**

**•** Brief biography describing expertise relevant to the project (<100 words):

**•** Intended contribution to the group (<50 words):

**•** Top 5 publications in the last 5 years:

**Member 4**

**•** LAST NAME:

**•** First name:

**•** E-mail address:

**•** Gender:

**•** Current position:

**•** Year of completion of PhD:

**•** Organization:

**•** Laboratory:

**•** City:

**•** Country:

**•** Function in the group**:**

**•** Brief biography describing expertise relevant to the project (<100 words):

**•** Intended contribution to the group (<50 words):

**•** Top 5 publications in the last 5 years:

**Member 5**

**•** LAST NAME:

**•** First name:

**•** E-mail address:

**•** Gender:

**•** Current position:

**•** Year of completion of PhD:

**•** Organization:

**•** Laboratory:

**•** City:

**•** Country:

**•** Function in the group**:**

**•** Brief biography describing expertise relevant to the project (<100 words):

**•** Intended contribution to the group (<50 words):

**•** Top 5 publications in the last 5 years:

**Member 6**

**•** LAST NAME:

**•** First name:

**•** E-mail address:

**•** Gender:

**•** Current position:

**•** Year of completion of PhD:

**•** Organization:

**•** Laboratory:

**•** City:

**•** Country:

**•** Function in the group**:**

**•** Brief biography describing expertise relevant to the project (<100 words):

**•** Intended contribution to the group (<50 words):

**•** Top 5 publications in the last 5 years:

**SECTION D – CVs**

Insert here the CV of the PI and/or the post-doctoral student

**SECTION E – Confirmations of participation**

Insert (copy and paste) here e-mailed confirmations from each participant mentioned above.