2021 Cochrane Groups reporting – Word survey

Please note:

* This Word version of the 2021 Cochrane Group reporting survey is only intended to help you collect the data you need for the reporting. We are not able to accept submissions in Word. You will need to complete your reporting in the online survey by 15 October 2021: <https://community.cochrane.org/form/2021-cochrane-groups-reporting>
* The online survey has a lot of pre-defined answer options, dropdowns, logic, and validation checks. This Word version does not mimic the online version properly in that respect, but it indicates in *[square brackets]* and comments where this might apply.

Welcome to the 2021 Cochrane Groups reporting

*[show introduction without Cochrane Account login, the survey only after login]*

# Why is it important that Cochrane Groups report on their finances, resources, and activities?

# The information Groups provide in this survey aims to:

# help Cochrane Groups, the Governing Board, and the Central Executive Team understand the overall status of Cochrane’s finances and resources, and the collective outputs, outcomes, and impact of Cochrane Groups towards achieving Cochrane’s vision and mission.

# identify and address any issues and risks Groups are facing as soon as possible.

# identify opportunities to support Groups and inform sustainability, fundraising, risk management, and strategic planning, including Cochrane’s open access ambitions.

# inform the public and funders about Cochrane’s income sources, overall resource costs, and collective outputs, outcomes, and impact.

# Which Cochrane Groups need to complete the survey this year?

# All active Cochrane Groups who were registered before 2021 need to complete the survey. If your Group was registered in 2021, you will start reporting in 2022.

# Cochrane Groups include:

# Fields

# Geographic Groups including Centres, Associates, and Affiliates

# Methods Groups

# Review Groups (CRGs) and CRG Satellites

# Technical and logistical aspects:

# Please choose one colleague from your Group who will complete the survey. Only one person per Group should submit the information.

# [Log in with your Cochrane Account to complete the survey](https://community.cochrane.org/2021-cochrane-groups-reporting).

# You can save and edit a draft of the survey as often as you need and submit your final version later.

# Review the survey as soon as possible and check what data you need. You may need some time to collect the information. You can download a Word version of the survey [link] to help you gather the data, and a [completed PDF sample](https://community.cochrane.org/sites/default/files/uploads/inline-files/2021%20Cochrane%20Groups%20reporting%20%E2%80%93%20sample%20submission.pdf), which illustrates how to fill out the survey.

# After you have gathered all information, you will need 20-30 minutes to complete the survey. You will need a continuous internet connection.

# Please complete the survey by 15 October 2021.

# Survey content and required data:

# We are collecting Information for your Group's most recent complete financial year or preferred reporting period: a 12-month period ending in 2020 or 2021. For most Groups, this will be January to December 2020, or April 2020 to March 2021. You will be able to specify your most recent complete financial year or preferred reporting period in the survey.

# The survey asks for the following information for your most recent complete financial year or preferred reporting period:

# Types, funders and amounts of your Group’s income

# Types and amounts of in-kind support

# Number and full-time equivalent (FTE) of you Group’s core staff, and estimate number of volunteers

# Use of resources by activity

# Estimation of future resources

# Selected activities and impact of your Group

# Some questions will be required, other questions will be optional. And you may skip some questions depending on the answers you give to previous questions.

# What happens with the survey data and results?

* All information provided in this form is subject to [Cochrane's Privacy Polic](https://community.cochrane.org/organizational-info/resources/policies/data-policy)y.

# You will receive a copy of your own submission. Geographic Associates and Affiliates are encouraged to share their submission with their Centre, and Review Group Satellites with their Review Group.

# Central Executive Team staff will analyze the survey responses and produce an internal report for Cochrane’s Governing Board and Senior Management Team.

# An anonymized version of the report, which does not disclose individual data from Cochrane Groups, will be shared with all Cochrane Groups and will be publicly available.

**If you have any questions, please email support@cochrane.org.**

*[Questions with \* are mandatory.]*

YOUR GROUP

# For which Cochrane Group are you reporting? \*

*[dropdown with a list of all Cochrane groups by type]*

1. **Which institution hosts your Group?** \*

Please indicate the name and website of your host or main institution, so we can acknowledge them on cochrane.org.

Institution name:

# What was the most recent complete financial year of your Group? \*

Indicate the time period which your Group or institution use for your budgeting and accounting. If your Group does not have any funding or accounting period, please select your preferred reporting period. **Please use this reporting period for all your replies in this survey.**

* 1 January 2020 – 31 December 2020
* 1 April 2020 – 31 March 2021
* 1 July 2020 – 30 June 2021
* Other (please specify)

*[Radio button, only one option can be selected]*

# What is your local currency? \*

If your Group does not have any funding or account, or you use more than one currency, please select your preferred currency. **Please use this currency for all your replies in this survey.**

*[Dropdown of all possible currencies]*

**DIRECT INCOME OF YOUR GROUP**

# Did your Group receive direct income in its most recent reporting period? \*

Direct income is funding and other income that your Group has received to do Cochrane work or provide services, and that you can spend. It includes, for example, infrastructure and core operations funding, grant and project funding, payments for services or consultancies, donations, and workshop and event registration fees.

* Yes
* No

***[Please note: You are skipping questions 6 and 7, because your answer to question 5 is 'No'.]***

**What was your total direct income?**

*[Required if answer above was yes. Only allow full figures, no letters or symbols]*

Please enter a full integer number without decimals, no letters or symbols, in your currency.

# Where did your direct income come from?

# *[Required if answer to question 5 was yes]*

The funders you indicate here will be acknowledged by name on cochrane.org.

If you received different types of funding from the same funder, for example infrastructure and project funding, please add them separately.

If you received funding from the same funder for more than one year, for example a research grant for a 2-year project, only add the amount you used in your most recent reporting period. For example, if you received $50000 for 2020 and 2021 and you split it in half across the two years, enter 25000.

You can add up to 10 direct income sources.

If you don't find your Type of income or Funder in the drop-down lists, you can use the Other option at the bottom of each list.

|  |  |  |
| --- | --- | --- |
| Type of income:  | Funder or funding source:  | Amount1 |
|  |  |  |

1 Please enter a full integer number without decimals, no letters or symbols, in your currency.

# What work did your Group deliver with your direct income? How did you spend it?

# *[Required if answer to question 5 was yes, only allow full figures, no letters or symbols]*

Please indicate approximately how much % of your direct income was spent on which type of activities. Make sure that the percentages add up to 100%.

For example, your Group had $100000 income. From this money, you paid:

* $50000 to your Managing Editor Maria who mainly supports Cochrane Review production (50%)
* $29000 to Mohammad who mainly disseminates your Cochrane Reviews part-time, and $1000 to a designer to produce an infographic (30% on knowledge translation activities in total)
* $10000 on providing training including staff time, speaker fees, workshop rooms and materials (10%)
* $10000 to attend events and training (10%)

Producing Cochrane Reviews, including editorial and publishing activities:

Producing other evidence synthesis:

Methods research, defining best practice, and implementation:

Knowledge translation research or activities:

Translation of Cochrane content:

Delivering training:

Attending events and training, including travel:

Administration and management:

Other (please specify):

# NON-FINANCIAL, IN-KIND RESOURCES

# Did your Group receive any in-kind support or contributions in your most recent reporting period?

In-kind support and contributions are resources that your Group receives that do not come in the form of money. For example, an institution may provide office space and equipment to your Group without charging you for it, or services such as contracting, recruitment or IT support. Or an institution may agree that one of their staff spend a certain amount of their time on Cochrane activities, even though the person is not explicitly hired as Cochrane staff.

1. **Staff time – full or partial salaries of staff who work for your Group, which are not paid from your Group’s direct income, but supported in-kind by an institution \***
* Yes
* No

**If yes: how much would this cost if you had to pay for it?**

Please estimate the value in your currency, and enter a full integer number without decimals, no letters or symbols.

*[Only allow full figures, no letters or symbols]*

1. **Office or meeting space, furnishing, technical equipment or office supplies \***
* Yes
* No
1. **Other – for example, software or journal licenses, training, administrative, technical, fundraising or communications support \***
* Yes
* No

# *[Please note: You are skipping question 9, because your answer to questions 8.a is 'No'.]*

# What work did your Group deliver with your in-kind resources? \*

# *[Required if answer to a. was yes, only allow full figures, no letters or symbols]*

Please indicate approximately how much % of your in-kind resources was spent on which type of activities. Make sure that the percentages add up to 100%.

For example, your institution agreed that their staff Ann and Kim each spend a day per week on Cochrane work. Ann edits Cochrane Reviews one day per week, and Kim disseminates Cochrane evidence one day per week. So, 50% of your in-kind resources are spent on producing Cochrane Reviews, and 50% of your in-kind resources are spent on knowledge translation.

Producing Cochrane Reviews, including editorial and publishing activities:

Producing other evidence synthesis:

Methods research, defining best practice, and implementation:

Knowledge translation research and activities:

Translation of Cochrane content:

Delivering training:

Attending events and training, including travel:

Administration and management:

Other (please specify):

**PEOPLE WHO HAVE WORKED OR VOLUNTEERED FOR YOUR GROUP**

# How many people have worked for your Group as core staff on a regular basis in your most recent reporting period, on a paid, in-kind or unpaid basis? \*

Count people with designated Group positions or roles, including leadership, editorial roles, researchers, administrators, managers etc. Don’t count people who have contributed to your Group just once or irregularly, such as, usually, review authors, translators, peer or consumer reviewers.

*[Only allow full figures, no letters or symbols]*

# How much of your core staff time was paid from your direct income, provided in-kind, or unpaid, in full-time equivalents (FTE)? \*

Someone who works full-time, or 100%, is 1.0 FTE. Someone who works 60% part-time is 0.6 FTE. Please add up the usual worktime of all your core staff in FTE and enter the total for each category of paid, in-kind, or unpaid staff, for example: 1.0 + 0.5 + 0.75 = 3.25

*[Only allow full figures and dots, no letters or other symbols]*

Core staff time paid from direct income:

Core staff time provided as in-kind support by an institution:

Unpaid core staff time:

*[Please note: You are skipping question 12, because on question 11 you are saying that you have no 'core staff time paid from direct income'.]*

*[Please note: You are skipping question 13, because on question 11 you are saying that you have no ‘core staff time provided as in-kind support by an institution’ AND you have no 'unpaid core staff']*

# What expertise and skills do your paid core staff have? \*

*[Only required if core staff time paid from direct income was >0]*

Select all that apply.

* Review production, editorial and publishing expertise
* Medical expertise
* Methods expertise
* Information specialists
* Delivering training
* Knowledge translation
* Language translation
* Communications
* Advocacy
* Fundraising
* Administration and management
* Other (please specify)

# What expertise and skills do your in-kind or unpaid core staff have? \*

*[Only required if core staff time provided as in-kind support by an institution and unpaid was >0]*

Select all that apply.

* Review production, editorial and publishing expertise
* Medical expertise
* Methods expertise
* Information specialists
* Delivering training
* Knowledge translation
* Language translation
* Communications
* Advocacy
* Fundraising
* Administration and management
* Other (please specify)

**FUTURE RESOURCES**

# What has happened, or do you expect to happen, to the income and in-kind resources of your Group in 2021 compared to 2020? \*

* Increase
* Stay broadly the same
* Decrease
* Not sure

# If it has increased or decreased, by how much approximately? *[Required if answer was increase or decrease, only allow full figures, no letters or symbols]*

# Please enter a full integer number without decimals, no letters or symbols, in your currency.

If it has increased or decreased, why?*[Required if answer was increase or decrease]*

# What do you expect to happen to the income and in-kind resources of your Group from 2022 onwards? \*

* Increase
* Stay broadly the same
* Decrease
* Not sure

If it will increase or decrease, by how much approximately? *[Required if answer was increase or decrease, only allow full figures, no letters or symbols]*

# Please enter a full integer number without decimals, no letters or symbols, in your currency. If you are not sure by how much it will increase or decrease, enter 0.

If it will increase or decrease, why? *[Required if answer was increase or decrease]*

**YOUR ACTIVITIES AND IMPACT**

# The information you provide in this section aims to help demonstrate critical outputs, outcomes, and impact of Cochrane Groups, so it can be shared with funders and the public, but also to share learning of what works across the organization, identify gaps and opportunities and inform strategic planning. If you share examples of impactful work, the Central Executive Team may contact you for more detail.

***[Please note: You are skipping question 16 to 18, because you are reporting for a Methods Group.]***

# Have you provided training in your most recent reporting period? \*

# Training can include face to face or online workshops, courses or lectures, formally designed offers or more informal sessions for colleagues.

* Yes
* No

|  |  |  |
| --- | --- | --- |
| On what topics? | How many people attended approximately?**¹** | Who attended the training primarily?**²** |
| *[Option to add up to 10 rows]* |  |  |

# ¹ Please enter a full integer number without decimals, no letters or symbols.² Click on the field and pick all that apply.

# Do you have an example of the impact of your training? For example, how many of your participants publish a Cochrane Review? Or do your participants work in influential institutions and apply evidence in their decisions? If yes, please describe briefly.

# Have you shared or promoted Cochrane evidence in your most recent reporting period? \*

* Yes
* No

|  |  |  |
| --- | --- | --- |
| How?  | How often in total?**¹** | How many people did you reach approximately in total?**²** |
| *[Option to add up to 10 rows]* |  |  |

# ¹ Please enter a full integer number without decimals, no letters or symbols.² Depending on how you shared or promoted Cochrane evidence, you could indicate how many people you reached through the number of social media followers, website accesses, journal readers, newsletter subscribers, the number of people you talked to, etc. If you are not sure how many people you reached, you can leave this field blank.

# Do you work with institutions or organizations who integrate Cochrane methods or evidence into their activities and decision-making? If yes, please describe briefly which ones and how they integrate Cochrane methods and evidence.

# Do you have an example of a Cochrane activity or Review you were involved in that has influenced research, policy, or practice? If yes, please describe it briefly, and what influence or effect it had.

# Do you have any other examples of activities or evidence syntheses within or outside of Cochrane, that have successfully influenced research, policy, or practice and that we should do more in Cochrane? If yes, please describe it briefly and what influence or effect it had.

**YOUR SUBMISSION AND FEEDBACK**

# You can add any comments or clarifications about your submission here.

# How could we improve the Cochrane Group reporting next year?

**Press ‘Save draft’ if you want to come back later and edit your survey responses.**

**Press 'Submit' if your survey is complete.**

**If you are editing a previous submission, press ‘Save’.**

*[Message after submission]*

**THANK YOU!**

Thank you very much for providing information about your Cochrane Group – it is critical to support Cochrane’s sustainability, fundraising, risk management and strategic planning.

We will send you a copy of the completed survey by email. You will be able to review and edit your submission [here](https://community.cochrane.org/form/2021-cochrane-groups-reporting) until 15 October 2021.

If you are a Geographic Associate or Affiliate, please share your submission with your Centre if possible.

If you are a Review Group Satellite, please share your submission with your Review Group.

If you have any questions, please email support@cochrane.org.