

## Welcome to the 2017 Financial & Resource Monitoring of Cochrane Groups.

**All registered Cochrane Groups should complete this Financial & Resource Monitoring Form by the deadline of Friday 3rd November 2017. This includes Affiliates and Satellites of Groups. It will take at least one hour to complete and requires an internet connection throughout.**

### **Purpose of the form:**

The information you provide in this form supports an organisation-wide data-gathering exercise that gives a picture of Cochrane's overall 'financial health'. It is not an audit of your accounts and the information will therefore not be exactly the same as that which you provide to your host organisation or funders.

- It enables the [Governing Board](#) and [Central Executive Team](#) to provide information to the public about who funds Cochrane, the collective monetary cost of the organisation's work, and the number of people involved in Group activities.
- It supports the preparation of statistics about Groups in order to benchmark operations and identify best practice.
- It identifies whether Groups are operating sustainably, highlighting any actual or potential resource issues.

Given its important purpose, completion of this form is **mandatory** for all Groups, including Affiliates and Satellites. Non-responding Groups may be de-registered at the discretion of the Governing Board within six months of the stated deadline.

### **Who should complete the form:**

This form should be completed by a member of your Group or delegated to someone in the finance department of your host organisation. **Before submission, it must be approved by the person in charge of your Group** (e.g. Co-ordinating Editor or Centre Director).

Only one form per Group should be submitted!

### **Information you will need to complete the Form:**

- Access to your Group's financial records for its last complete and current financial years
- Information on staff numbers and sources of staff salaries
- Information on funding applications made by the Group

### **Period covered by the form:**

Information is being collected for your Group's last complete financial year: a 12-month period ending at some point in 2016 or 2017. You will be asked to specify your last complete financial year in question 9.

Only Groups that were registered before 31 December 2016 should complete the form this year; Groups registered in 2017 will be asked to complete the form from next year onwards.

**Format of the form:**

This form is broken down into different sections: *About you and the Group you are reporting on; A summary of your Group's financial health; Sources of direct income in the last financial year; Future income stability; Areas of expenditure in the last financial year; Human resources; In-kind support from your Group's host organisation; Final comments.*

When entering figures, please only add clean numbers without any text or currency signs (+ or - symbols are allowed). **You will be asked to specify the currency in which your figures are denominated in question 10; please use this currency for all further questions.**

**Navigating the form:**

You can go back and forth between pages. If there is a page you cannot complete, you can return to it later. **Before submitting, you can return to the form on the same computer to make edits - it will remember your IP address and save your answers** (please make sure that 'cookies' are enabled on your web browser). There is no print option on this form, so if you need to print your answers as you go, please use a 'print page' option on your computer. You will not be able to return and make edits after the closing date of 3rd November 2017. Once the survey closes, the Central Executive Team will provide you with a PDF of your completed answers.

**Confidentiality:**

All information provided in this form will be subject to [Cochrane's Data Protection Policy](#).

Personal information: The name and contact details of the person completing the form are requested to enable the Central Executive Team to query the information provided. These details will not be shared.

Cochrane Group information: Information about Groups will be published in aggregate on Cochrane's websites and print publications. Information about individual Groups will not be available to the public but will be shared with Cochrane's Senior Management Team and Cochrane's Governing Board.

## 2017 Financial & Resource Monitoring of Cochrane Groups

### About you and the Group you are reporting on

1. What is the name of the Cochrane Group you are reporting on?

Please provide the full name in English - do not provide the acronym

2. What kind of Cochrane Group is this?

Remember, this form is about your Group. If you are a member of multiple Groups (such as a Centre and a Review Group), only select the Group you are reporting on in this survey.

- Centre, Associate Centre, Affiliate Centre
- Cochrane Review Group or Satellite
- Field or Network
- Methods Group

3. What country is your Group located in?

4. What is the name of your Group's host organisation?

5. Is your Group established as a separate legal entity to its host organisation?

In other words, does your Group have the authority to generate its own funding or sign its own contracts without the authority of the host organisation? We think it's likely that most Groups will not be separate legal entities to their host organisations, but we want to check this assumption.

- Yes
- No
- Unsure

Comments

6. Is your Group in compliance with [Cochrane's Conflict of Interest policy for Cochrane Group?](#)

- Yes
- No
- Unsure

Comments

7. What is your personal contact information?

Enter the name and contact details of the person completing the form.

The Central Executive Team might need to get in contact with you if it has any questions about the responses you have provided. At the end of the form you will be asked to confirm that you have approval from the Head of your Group to submit the form on behalf of your Group.

Last name, First name

Your role within your  
Cochrane Group

Email Address

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A summary of your Group's financial health

8. Does your Group receive direct income?

If No, you will skip the financial reporting questions of this survey - please go straight to question 25.

Direct income is funding and other income that has been generated by your Group and can be spent. It does not include in-kind support from your host organisation. In-kind support refers to goods or services that have been provided to your Group in a way other than cash (for example, staff-time, use of offices, etc). In-kind support is accounted for in Question 28.

Yes

No

9. What was your Group's last complete financial year?

This is the year that you will report on in the questions below. It's the time period used by your Group and/or your host organisation for its accounts.

1 Jan 2016 - 31 Dec 2016

1 April 2016 - 31 March 2017

Other (please specify)

**10. What currency does your Group use for its accounts?**

This is the currency of your accounts. The Central Executive Team will convert the totals you provide in your local currency into British pounds, which is the currency of Cochrane's central accounts. An exchange rate correct at the time of conversion will be used. This will enable comparisons between Groups, Group-types, countries, etc. Please use the currency you select below for all your answers in this survey (i.e. you do not need to convert to British pounds).

**11. Income:**

**How much direct income did your Group receive, in total, in its last financial year?**

Enter a number, do not use any symbols or letters

Enter a figure to the nearest whole number in the currency of your accounts. This figure is before overheads have been deducted by your host organisation.

This figure should include both infrastructure and other funding (e.g. project funding) if you account for these types of funding differently. Infrastructure funding provides organisational support and facilities. Only include direct infrastructure funding (e.g. from the UK NIHR) and not host organisation in-kind support.

**12. Expenditure:**

**How much did your Group spend, in total, in its last financial year?**

Enter a number, do not use any symbols or letters

Enter a figure to the nearest whole number in the currency of your accounts.

Include both infrastructure and project expenditure if you account for these types of expenditure differently.

13. Opening reserves:

What total surplus or deficit did your Group bring forward from previous financial years?

Enter a number, do not use any symbols or letters except for - to note if it is a deficit.

Enter a figure to the nearest whole number in the currency of your accounts.

This is the total amount you started with at the beginning of your Group's last financial year.

For example, if you brought forward a \$10,000 reserve from previous financial years, enter +10,000. Or, if you brought forward a \$10,000 deficit (debt) from the previous financial years, enter -10,000. If you had no surplus or deficit at the beginning of the year, enter 0.

14. Closing reserves:

What was the operating balance of your Group at the end of its last financial year?

Enter a number, do not use any symbols or letters except for - to note if it is at a deficit.

Enter a figure to the nearest whole number in the currency of your accounts.

**Operating balance at year end:** This is the total amount you ended with at the end of your Group's last financial year. This should be total income (Question 11) minus [-] total expenditure (Question 12) plus [+] opening reserves (Question 13). It can be a positive or negative number, depending on whether you had a surplus or a deficit. If you had no surplus or deficit, enter 0.

**Sub-total unrestricted:** This is the sub-total of the 'operating balance at year end' that is available to your Group to spend in any way that it wants. In other words, it is 'unrestricted'. If you had no surplus or deficit, enter 0.

**Sub-total restricted:** This is the sub-total of the 'operating balance at year end' that is only available to your Group to spend for purposes that are defined by your host organisation, funder(s) or another organisation. In other words, it is 'restricted'. If you had no surplus or deficit, enter 0.

The sub-totals of unrestricted and restricted funding should equal the 'operating balance at year end'.

Operating balance at year end	<input type="text"/>
Sub-total unrestricted	<input type="text"/>
Sub-total restricted	<input type="text"/>

15. Who or what were your Group's Top 5 direct income sources in its last financial year?

Enter a name

Include all income sources, such as infrastructure funding, project funding, and fees generated by the Group itself for work or services delivered (e.g. training courses).

If your Group received multiple grants from a single funding scheme, these grants should be combined into one total. However, Groups funded by the UK NIHR should separate infrastructure funding, programme grants and the incentive award scheme.

Enter the names of the income sources in the order of amount received from them, highest amount to lowest amount. If you have more than five sources you can enter the other sources in the box at the end of this question. If you have fewer than five sources, leave the remaining boxes blank.

The previous funders of Cochrane Groups are already listed as options in the dropdown list. The top previous funders are listed first. Where possible, the name of the funder is listed in its local language followed by the English translation.

If the funder or income source you are looking for does not appear in the dropdown list, please add it to the box at the bottom of this question in its local language followed the English translation. The names you provide will be used to create a funders list on [cochrane.org](http://www.cochrane.org/about-us/our-partners-and-funders/our-funders): <http://www.cochrane.org/about-us/our-partners-and-funders/our-funders>, in Cochrane's Annual Report, and elsewhere.

Name of income source

Income source 1	<input type="text"/>
Income source 2	<input type="text"/>
Income source 3	<input type="text"/>
Income source 4	<input type="text"/>
Income source 5	<input type="text"/>

Other income sources not listed in options above. Please use the following format:

- Income source 1:
- Income source 2:
- Income source 3:
- Income source 4:
- Income source 5:
- Other income sources:

**16. How much income did these Top 5 sources provide in your last financial year?**

Enter a number, do not use symbols or letters

Enter figures to the nearest whole number in the currency of your accounts. The total of all funding sources should equal the income figure you gave in Question 11.

If your Group received multiple grants from a single funding scheme, these grants should be combined into one total.

Funding source 1	<input type="text"/>
Funding source 2	<input type="text"/>
Funding source 3	<input type="text"/>
Funding source 4	<input type="text"/>
Funding source 5	<input type="text"/>
Total of any other income sources (all other funding sources combined, do not include income reported in funding sources 1-5 above)	<input type="text"/>



17. What kind of organisations or groups are these sources, and what's the nature of the funding they provided to your Group in its last financial year?

	Primary location	Type of organisation/group	Type of funding provided
Funding source 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Funding source 2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Funding source 3	<input type="text"/>	<input type="text"/>	<input type="text"/>
Funding source 4	<input type="text"/>	<input type="text"/>	<input type="text"/>
Funding source 5	<input type="text"/>	<input type="text"/>	<input type="text"/>

18. How many funding applications were made in your Group's last financial year and how many were successful?

	How many applications did you make?	How many were successful?
Government department or government-affiliated organisation	<input type="text"/>	<input type="text"/>
Non-governmental organisation or charity	<input type="text"/>	<input type="text"/>
European Union	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>
Other (please specify)	<input type="text"/>	

19. If your Group generated income from charging for services or work delivered, please provide more detail on the kind of services it provided

E.g. Providing training courses and workshops

20. Do you receive fundraising support (i.e. help in identifying funding opportunities and completing applications) from your host organisation?

Yes

No

If yes, what help is given?

21. What areas of support provided by the Central Executive Team did your Group particularly use?

Cochrane Review production and screening support

Training and learning

Methods development

Technical support (production systems and websites)

Review dissemination or Knowledge Translation support

Translations support

Fundraising support

Events support

Partnerships development support

Development of business opportunities

Contracts development support

Other (please specify)

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Future income stability

Looking to your Group's current and future income stability for a moment...

22. Estimated income:

How much income do you know or estimate that your Group will receive in its current financial year?

Enter a number if known, or 'not known' if you do not know. Do not enter '0' unless you know you will receive no income.

Enter a figure to the nearest whole number in the currency of your accounts.

Please only count direct funding that your Group is able to spend, not in-kind support from your host organisation.

This figure should include both infrastructure and project funding if you account for these types of funding differently. Infrastructure funding provides organisational support and facilities. Project funding is for specific pieces of work or research.

23. Are there any concerns about the stability of your Group's current income?

More than one answer is allowed

- Funder(s) only funds for short periods
- Unclear from where future funding will be sourced
- Definite ceasing of major funding at the end of the current funding period
- Other (Specify in comments)

Comments

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Areas of expenditure in the last financial year

Now back to your Group's last complete financial year...

24. What did your Group spend its money on in its last financial year?

Enter number, no symbols or letters

Enter figures to the nearest whole number in the currency of your accounts. The total of all boxes should equal the expenditure figure you gave in Question 12.

Permanent staff salaries (full and part-time permanently employed staff)	<input type="text"/>
Project and short-term contract staff salaries (full and part-time short-term contract staff)	<input type="text"/>
Consultant or honorarium fees (e.g. for an editor's time)	<input type="text"/>
Travel and subsistence to the Cochrane Colloquium	<input type="text"/>
Travel and subsistence to other events hosted by Cochrane	<input type="text"/>
Travel and subsistence to other non-Cochrane events	<input type="text"/>
Equipment	<input type="text"/>
Host organisation's overhead fee	<input type="text"/>
Other	<input type="text"/>

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Human resources

25. Who worked for your Group in its last financial year?

	Total Number
Total number of FULL-TIME staff paid with Group funds	<input type="text"/>
Total number of FULL-TIME staff NOT paid with Group funds	<input type="text"/>
Total number of PART-TIME staff paid with Group funds	<input type="text"/>
Total number of PART-TIME staff NOT paid with Group funds	<input type="text"/>
Total number of NON-STAFF (e.g. editors or consultants) receiving Group funds	<input type="text"/>
Total number of NON-STAFF (e.g. editors or consultants) NOT receiving Group funds	<input type="text"/>

26. What was the estimated Full Time Equivalent (FTE) of the people working for your Group in its last financial year?

Enter a number (decimal places are okay); do not use symbols or letters

The aim of this question is to get a picture of the 'core number' of people working for Cochrane Groups on a paid or voluntary/non-paid basis. You should state the total Full Time Equivalent of the number of people you have listed in Question 25, so the number shouldn't include people who contribute to your Group on a one-off or irregular basis; for example, as an author of a Cochrane Review.

Full-time equivalent (FTE) (also known as whole time equivalent) is a unit that indicates the workload of an employed person in a way that makes workloads comparable. Someone who works full-time works 1.0 (i.e. 100%). Someone who works half of that works 0.5 (i.e. 50%). Usually, 50% is 2.5 days/week (i.e. half of five days). So, you will need to add up the FTE of all the people working for your Group (e.g.  $1.0 + 1.0 + 0.5 + 0.75 = 3.25$ ).

27. Which of these key Cochrane roles did your Group employ or engage in its financial year?

- Co-ordinating Editor and/or Deputy Co-ordinating Editor
- Managing Editor and/or Assistant Managing Editor
- Information Specialist and/or Assistant Information Specialist
- Editor and/or Feedback Editor
- Translator
- Administrative and/or Editorial Assistant
- Peer-reviewer
- Statistician
- Methodologist
- Consumer Referee and/or Referee
- Communications expert
- Knowledge Translation expert
- Centre/Associate/Affiliate Director and/or Assistant Director
- Centre/Associate/Affiliate Staff
- Methods Group Convenor
- Fields Co-ordinator
- Other, please specify

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In-kind support from your Group's host organisation

28. Can you give, or estimate, the in-kind or indirect financial contribution made by your host organisation to support your Group in its last financial year?

Enter a number, do not use symbols or letters

These are the financial resources that are not available by your Group to spend, but are nevertheless essential to its operations. Your host organisation is likely to have a standard way of calculating the amount. Leave blank if you are unsure or do not have this kind of relationship with a host organisation.

If your host organisation, or any other sources, provide infrastructure funding, their names will be added to a list on [cochrane.org: http://www.cochrane.org/about-us/our-partners-and-funders/our-funders](http://www.cochrane.org/about-us/our-partners-and-funders/our-funders), in Cochrane's Annual Report, and elsewhere.

Value of in-kind staff contribution (salaries of staff working for but not paid for by the Group)

Value of in-kind non-staff contribution (including facilities/estates, pooled staff resources, etc)

29. Did you receive in-kind funding from any other sources in your last financial year?

Leave blank if this question is not applicable to your group.

Names of in-kind funders

Total amount in local currency

Short description of what is funded

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Final comments

30. Do you make returns of financial information to another organisation? If yes, please record the name of the organisation and a description of the information provided

31. Do you have any comments about your Financial & Resource Monitoring that you would like us to know about?

\* 32. Please confirm that this Form has been approved by the Head of the Group.

This is a required question.

The Head of your Group is the primary leader and decision maker for the group, for example, the Centre Director or Co-ordinating Editor. In some cases, you may have multiple Heads, such as a Co-Director or Co-convenor; one sign-off is acceptable.

Name of approver:

Position in Group:

## 2017 Financial & Resource Monitoring of Cochrane Groups

Thank you

Thank you for completing the 2017 Financial & Resource Monitoring of Cochrane Groups.

**Close your browser if you would like to return to the form on the same computer to make edits before you submit it - it will remember your IP address and save your answers. However, please make sure that cookies\* are enabled on your web browser as otherwise your answers won't be saved when you exit the form.**

Press 'Submit' if the survey is complete and no further edits are needed.

**Only one form per Group should be submitted!**

Once the survey closes, the Central Executive Team will provide you with a PDF of your completed answers. There is no print option on this form, so if you need to print your answers as you go, please use a 'print page' option on your computer.

Please contact Sarah McCarthy ([monitoring@cochrane.org](mailto:monitoring@cochrane.org)), if you have any questions or need to make changes after submitting your form.

\*Cookies are small text files stored in your browser that websites use to recognise repeat visitors. Most browsers store cookies by default, so they're already enabled for you.