

2019 Financial & Resource Monitoring of Cochrane Groups

Introduction

Welcome to the 2019 Financial & Resource Monitoring of Cochrane Groups.

All registered Cochrane Groups should complete this Financial & Resource Monitoring form by the deadline of 20th September 2019. This includes Affiliates and Satellites. 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 organization-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 organization 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 organization'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 organization. **Before submission, it must be approved by the person in charge of your Group** (e.g. Coordinating 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 2018 or 2019. You will be asked to specify your last complete financial year in Question 8.

Only Groups registered before 31 December 2018 should complete the form this year; Groups registered in 2019 will be asked to complete the form from next year onwards.

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, but you must make sure you do so: i) on the same computer; ii) with 'cookies' 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 20th September 2019. Once the survey closes, the Central Executive Team will provide you with a PDF of your completed answers.

When entering figures, please only add clean numbers without any text or currency signs (+ or - symbols are allowed).

Confidentiality:

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

Personal information: The name and contact details of the person(s) 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.



2019 Financial & Resource Monitoring of Cochrane Groups

1. Which Cochrane Group are you reporting on?

Other (please specify)

2. What kind of Cochrane Group is this?

Remember, this form is about your Group and not you personally. 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.

- ☐ Geographic Centre
- ☐ Geographic Associate Centre
- ☐ Geographic Affiliate
- ☐ Review Group
- ☐ Review Group Satellite
- ☐ Field
- ☐ Methods Group

3. Which CRG Network or Geographic Network is your Group part of (if applicable)?

4. In which country is your Group located?

5. What is the name of your Group's host organization?

6. What is your personal contact information?

We are collecting this information for the purpose of being able to contact you in case of queries about this form. We would also like to use your email address to contact you until the next reporting round in 2020 for questions about your Group (e.g. about what funding applications it has made). If you are not the most appropriate person to answer questions like this about your Group, please provide the details of the correct person in Question 7.

First name, Last Name

**Your role in the
Cochrane Group**

Email Address

7. What is the contact information of the person to answer questions about your Group, if not you?

Refer to Question 6. This should not necessarily be the person in charge of the Group, but the person with whom we can directly communicate via email.

First name, Last name

Role in the Cochrane Group

Email Address

8. 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 organization for its accounts

Other (please specify)

9. 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).

Other (please specify)

10. Opening balance

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

Enter a figure:

*For the year you're reporting on

*In the currency of your Group's accounts

*To the nearest whole number

Do not use any symbols or letters except for - (minus) to note if it is a deficit.

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 balance 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.

11. Did your group receive direct income in its last financial year?

Direct income is funding and other income that has been received or generated by your Group and can be spent.

Please Note: **this does not include in-kind support**. There are questions later in the form regarding in-kind support. 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.

☐ Yes

☐ No

12. Where did this direct income come from? PART 1A: FUNDING

If you answered 'yes' to Question 11, please list all your Group's funding sources, such as infrastructure funding and project funding. Exclude income generated by the Group for work or services it delivered (e.g. training courses), which should be listed in Question 14.

If you answered 'no' you can skip this question.

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 funding 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 Question 13. If you have fewer than five sources, leave the remaining boxes blank.

If you received funding in one amount for more than one year, only include what you were allowed or planned to use in the last financial year. For example, if you received £100,000 for 2019 and 2020 and planned to split it evenly across the two years, enter 50,000.

Name of funding source

1

Funder's website (if applicable)	<input type="text"/>
Type of funding (e.g. project funding, infrastructure funding)	<input type="text"/>
Amount provided in the year you're reporting on (in currency of Group's accounts to nearest whole number)	<input type="text"/>
Primary location of funding source (the country)	<input type="text"/>
Type of organization (e.g. government funder, Non-Governmental Organization, Charity, European Union, WHO, Cochrane)	<input type="text"/>
Duration of funding provided	<input type="text"/>
<u>Name of funding source</u> <u>2</u>	<input type="text"/>
Funder's website (if applicable)	<input type="text"/>
Type of funding (e.g. project funding, infrastructure funding)	<input type="text"/>
Amount provided in the year you're reporting on (in currency of Group's accounts to nearest whole number)	<input type="text"/>
Primary location of funding source (the country)	<input type="text"/>
Type of organization (e.g. government funder, Non-Governmental Organization, Charity, European Union, WHO, Cochrane)	<input type="text"/>
Duration of funding provided	<input type="text"/>
<u>Name of funding source</u> <u>3</u>	<input type="text"/>
Funder's website (if applicable)	<input type="text"/>

Type of funding (e.g.
project funding,
infrastructure funding)

Amount provided in the
year you're reporting on (in
currency of Group's
accounts to nearest whole
number)

Primary location of funding
source (the country)

Type of organization (e.g.
government funder, Non-
Governmental
Organization, Charity,
European Union, WHO,
Cochrane)

Duration of funding
provided

Name of funding source

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Funder's website (if
applicable)

Type of funding (e.g.
project funding,
infrastructure funding)

Amount provided in the
year you're reporting on (in
currency of Group's
accounts to nearest whole
number)

Primary location of funding
source (the country)

Type of organization (e.g.
government funder, Non-
Governmental
Organization, Charity,
European Union, WHO,
Cochrane)

Duration of funding
provided

Name of funding source

5

Funder's website (if
applicable)

Type of funding (e.g.
project funding,
infrastructure funding)

Amount provided in the year you're reporting on (in currency of Group's accounts to nearest whole number)

Primary location of funding source (the country)

Type of organization (e.g. government funder, Non-Governmental Organization, Charity, European Union, WHO, Cochrane)

Duration of funding provided

13. Where did this direct income come from? PART 1B: FUNDING

List all other funding sources and their totals in this box if you have more than five. Exclude income generated by the Group for work or services it delivered (e.g. training courses), which should be listed in Question 14.

14. Where did this direct income come from? PART 2A: WORK AND SERVICES DELIVERED

Provide the total amount of income generated by the Group for work or services it delivered (e.g. training courses, commissioned systematic reviews, consultancy, secondments of staff, etc.):

*In the year you're reporting on

*In the currency of your Group's accounts

*To the nearest whole number

If you answered 'no' to Question 11, or only received funding (detailed in Questions 12 and 13), you can skip this question.

15. Where did this direct income come from? PART 2B: WORK AND SERVICES DELIVERED

Tick all that apply.

- ☐ Providing training
- ☐ Delivering workshops
- ☐ Hosting conferences or other events
- ☐ Undertaking commissioned Cochrane Reviews
- ☐ Undertaking other commissioned work
- ☐ Staff members acting as consultants
- ☐ Translating Cochrane content
- ☐ Seconding staff to the Cochrane Central Executive Team
- ☐ Other (please specify)

16. Did your Group receive any funding from central Cochrane funds?

The amounts of income received from Cochrane central funds (the Cochrane Charity) should be listed in Question 12. This question is asking for more information about what kind of income this was.

Tick all that apply.

- ☐ Strategic Development Support ('bridge funding')
- ☐ Other grant funding
- ☐ Commissioned work
- ☐ Staff secondment or consultancy
- ☐ Consumer stipend(s) for Group staff to attend the Colloquium
- ☐ LMIC stipend(s) for Group staff to attend the Colloquium
- ☐ Other (please specify)

17. What was your Group's total direct income?

The total of all funding sources (Questions 12 and 13) + amount of generated income for work and services delivered (Question 14):

*In the year you're reporting on

*In the currency of your Group's accounts

*To the nearest whole number

18. Expenditure:

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

For each field enter a figure:

*For the year you're reporting on

*In the currency of your Group's accounts

*To the nearest whole number

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

Permanent staff salaries
(full and part-time
permanently employed
staff)

Project and short-term
contract staff salaries (full
and part-time short-term
contract staff)

Consultant or honorarium
fees (e.g. for an editor's
time)

Travel and subsistence to
the Cochrane Colloquium

Travel and subsistence to
other events hosted by
Cochrane

Travel and subsistence to
other non-Cochrane
events

Equipment

Host organization's
overhead fee

Other

19. What was your Group's end of year (closing) balance?

Balance at year end

(Opening Balance + Total Direct Income - Expenditure)

(Question 10 + Question 17 - Question 18)

20. If applicable, how much of your Group's end of year balance is restricted?

A restricted fund is a reserve of money that can only be used for specific purposes.

21. What was the value of the in-kind support your Group received from its host organization?

These are the financial resources that are not available by your Group to spend but are nevertheless essential to its operations. Your host organization is likely to have a standard way of calculating the amount. Leave blank if you are unsure. Estimations are acceptable if exact amounts are not known.

Value of in-kind staff contribution (salaries of staff working for, but not paid for by, the Group). Enter a number, do not use symbols or letters

Value of in-kind non-staff contribution (including facilities/estates, pooled staff resources, etc.). Enter a number, do not use symbols or letters

22. Did your Group receive in-kind support from any other sources in its last financial year?

List i) the names of the sources; ii) the amounts received (estimations are acceptable); iii) Whether the support was for staff or non-staff support.

Include here any external support for paid staff time (e.g. payment for an honorary fellow).

23. Do you have any comments about this process or any other information about your Group that you would like the Governing Board and Central Executive Team to know about?

* 24. Please confirm this form has been approved by the/a person in charge of your Group. This is the primary manager and decision-maker; for example, the Centre Director or Co-ordinating Editor.*

This is a required question.

Name of Approver

Position in Group



2019 Financial & Resource Monitoring of Cochrane Groups

Thank you

Thank you for completing the 2019 Financial & Resource Monitoring of Cochrane Groups.

You can close your browser even 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 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 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 recognize repeat visitors. Most browsers store cookies by default, so they're already enabled for you.