Application form to register a Cochrane Thematic Group

This form is applicable to any Cochrane members wishing to establish a Cochrane Thematic Group, including (but not limited to) Cochrane Review Groups, Fields & Networks, Geographic Groups and Methods Groups.

Applicants wishing to establish a new Cochrane Thematic Group are expected to embrace the four enabling principles of the [Cochrane Strategy for Change](https://community.cochrane.org/organizational-info/plans/strategy-change-2021-2023) – efficiency, sustainability, impact and awareness and accountability. They must also be able to demonstrate:

1. Expertise and competencies in all activities the Thematic Group plans to undertake. The Group leaders and other staff should have considerable experience of how Cochrane evidence syntheses are developed, published and disseminated or have been involved in delivering other Cochrane products or services.
2. Sufficient resources to enable the Thematic Group to meet its core functions and be self-supporting.

|  |
| --- |
| Strategic rationale |
| **Describe why it is important to Cochrane to establish a Thematic Group in this specific area of health or social care?** Briefly describe the impact of the clinical condition or social problem, the degree of uncertainty and the potential for benefits to communities globally (referencing e.g., Sustainable Development Goals, Burden of Disease areas, leading causes of preventable deaths, etc.). *Note: selection of a topic must be justified if it is not one of the the 12 priority areas shown in the application guidance.*  |  |
| **How will setting up the Thematic Group make producing Cochrane evidence synthesis more efficient in a specific area?**Briefly describe:* How the Thematic Group will avoid topic overlap, reduce research waste and improve time to publication.
* How the Group will work as a single unit, ensuring co-ordination of activities and outcomes.
 |  |
| **How will the Thematic Group contribute to Cochrane’s long-term sustainability?**Briefly describe how the Thematic Group will encourage and support investment from a more diverse range of funders and create relationships with stakeholders that benefit Cochrane as a whole. |  |
| **How will the Thematic Group increase awareness and impact of Cochrane’s work?**Briefly describe how the Thematic Group will diversify the types of products Cochrane delivers and make them accessible to a wider range of beneficiaries. |  |
| **How will the Thematic Group ensure accountability to the Cochrane charity?**Briefly describe how the Thematic Group will create clear lines of accountability to Cochrane and ensure performance standards are met. *Note: work is underway to establish a formal mechanism to set out responsibilities and accountabilities for each Thematic Group and the central team*. |  |
| Priority setting |
| **How will the Thematic Group lead and/or contribute to priority setting in Cochrane?**Briefly outline how the Thematic Group plans to: * prioritize within its own area of health or social care.
* contribute to setting priorities for Cochrane as a whole, to ensure important global health topics are covered and research waste reduced.
 |  |
| Stakeholder engagement  |
| Briefly describe any **established networks and partnerships** with stakeholders outside Cochrane. |  |
| Briefly describe plans to engage with **consumers**. Where available provide details of existing relationships with patient groups and beneficiaries. |  |
| Briefly describe plans to work with stakeholders and develop evidence that is relevant in **low-and-middle income countries**. |  |
| Briefly describe how the Thematic Group will **engage with other Cochrane Groups** (e.g., Cochrane Fields). |  |
| Dissemination & knowledge translation |
| Briefly describe the planned approach to **disseminating Cochrane evidence** including examples of previous dissemination activities. |  |
| Briefly describe any previous **knowledge translation activities** undertaken by members of the team applying (optional). |  |
| Leadership  |
| Name(s) of the **Thematic Group leader(s)** and time allotted to Cochrane activities. This should include names of people in key strategic roles. [Note: The curriculum vitae of Thematic Group lead(s) may be requested at a later stage].  |  |
| Will the Thematic Group establish a **board** to support its work? If so, please provide details of its proposed members, listing groups or organisations to be represented. [Note: it is not obligatory to set up a board or if a board has not yet been established details can be provided later]. |  |
| Briefly describe any plans for **rotational leadership** (if relevant). |  |
| Briefly describe approach to **succession planning**. |  |
| Funding |
| List **potential or confirmed funders** and provide brief details of any discussions that have taken place.  |  |
| What **internal or in-kind support** will be available to the Group? |  |
| If secured, what is the **term of the funding** available and how stable is the funding situation? |  |
| Describe any **restrictions** attached to the funding. |  |
| Confirm that funding sources are/will be compliant with Cochrane’s Conflict of Interest policy. |  |
| Operational detail (Personnel, work plan and administration) |
| Provide details of **core team members**, their roles and time allotted to Cochrane activities. *Note: Thematic Groups planning to develop evidence synthesis, should have access to people with relevant skills and experience to ensure delivery of high-quality manuscripts. Details of how appropriate content and methods expertise will be sourced should also be provided.* |  |
| Provide a high-level **Work Plan** covering the period to the end of 2023 (18 months approx.) that lists the principal goals and objectives of the group. This should include plans to deliver on all mandatory activities (see application guidance) and any optional activities to be undertaken. Intended targets should be provided.  |  |
| Who is the **primary contact** for the Thematic Group? |  |
| What will be the **location and host**? |  |

Version control

|  |  |
| --- | --- |
| Document created:  | 16 June 2022  |
| Document last updated: |  |
| Document version: | 1 |
| Version notes |  |
| Document author: | Ruth Foxlee (on behalf of EiC)Amended by  |
| Contact for queries: | future@cochrane.org |