**Application to Establish a Cochrane Geographic Group: Affiliate**

This form is for any Cochrane members or Groups wishing to establish a Cochrane Geographic Group Affiliate. Applicants are strongly encouraged to read the guidance document on the new [Cochrane development model and application process](https://community.cochrane.org/organizational-info/plans/future-evidence-synthesis-cochrane/about-cochranes-new-production-model) before completing the form.

Completed applications should be submitted to Tiffany Duque: tduque@cochrane.org



**Sponsor group:** if applicable, please name the Cochrane geographic group with which you’ve been working or who will provide induction for you should you be selected. **(not required for selection)**

**Terms of acceptance if granted:**

* 12 months probationary period
* The host institution, proposed Affiliate Director, and Cochrane must sign Cochrane’s Geographic Group Collaboration Agreement
* Monitoring and evaluation metrics must be reported annually on [Cochrane’s M&E platform](https://community.cochrane.org/organizational-info/resources/resources-groups/geographic-groups-portal/reporting)
* All staff and signatories must read and agree to the terms of Cochrane’s organisational policies:

[Spokesperson](https://community.cochrane.org/sites/default/files/uploads/inline-files/Spokesperson%20Policy%20Revision%202020%20-%20Final%20-%20August%202020.pdf)

[Conflict of Interest](https://training.cochrane.org/sites/training.cochrane.org/files/public/uploads/Conflict%20of%20Interest%20policy_2023_05_v21.pdf)

[Logo and Branding](https://community.cochrane.org/sites/default/files/uploads/inline-files/Cochrane%20Brand%20Guidelines_Jan%202022%20Updated.pdf)

**Eligibility Prioritization:**The following criteria will be used in selecting new Affiliate Geographic Groups:

* The proposed group fills a geographic gap in which Cochrane currently has little or no presence, especially in LMIC\* settings
* The proposed group will fill a technical / dissemination gap (ie. policy influence, impactful partnerships, capacity development, training, language translation, material development)
* One or some of the proposed staff have worked with Cochrane previously and have Cochrane expertise\*\*
* Capacity to attend and participate in quarterly Geographic Group virtual meetings and other Cochrane events\*\*\*

\* Low and Middle Income Countries as defined by The World Bank: <https://datahelpdesk.worldbank.org/knowledgebase/articles/906519>
\*\* Using and/or producing Cochrane resources and tools to access and utilise evidence-based healthcare information; partnership with existing Cochrane groups.
\*\*\* Directors are expected to attend & participate in four GeoGroup meetings annually or send a Deputy in their stead. Additionally, participation in Cochrane events and other regional meetings is encouraged.

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| **Ability to deliver** |  |
| 1. Experience of Core Members: | Example: The core members of the proposed Geographic Group Affiliate have extensive experience in responding to the diverse needs of stakeholders with different types of evidence synthesis and dissemination. Our team comprises individuals with backgrounds in systematic review methodologies, statistical analysis, and diverse health domains. |
| 2. Anticipated Annual Capacity: | Example: The group's anticipated annual capacity in the first two years includes undertaking a minimum of 3 activities annually with deliverables on 2-4 health topics |
| 3. Experience in Delivering to Strict Deadlines | Example: We have a proven track record of delivering evidence syntheses and dissemination activities to strict deadlines. Our streamlined development plans include leveraging technology, templates, and efficient workflows to ensure timely completion. |
| 4. Training Plans for Quality Assurance: | Example: We have comprehensive training plans in place to ensure the quality and consistency of our outputs. This includes ongoing professional development, mentorship programs, and the use of standardised templates. |
| 5. Priorities and expertise | Example: Our priorities are to deliver high-quality, evidence-based information in a timely and efficient manner. |

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| **Funding and support as applicable** |
| 6. Funding Contracts | Example: We are in discussions with potential funding sources and have initiated conversations with [List Funding Agencies]. All funding sources will comply with Cochrane’s Conflict of Interest policy. |
| 7. Funding Mechanisms | Example: grants / organisational funds / in-kind support |
| 8. Restrictions on Funding (if any) |  |
| 9. Maximising Resource Identification: | Example: Our strategies to maximise the likelihood of identifying and securing evidence synthesis and dissemination contracts include proactive engagement with stakeholders, networking, and leveraging support from Cochrane’s central fundraising team. |
| 10. Anticipated Support from Cochrane: | Example: We anticipate support from Cochrane, including guidance from the Central Executive Team and collaboration with other Cochrane Groups. |
| 11. Established Networks and Partnerships: | Example: We have established networks and partnerships with stakeholders outside Cochrane, which we will leverage to enhance the impact of the Affiliate Centre’s work. |
| 12. Plans for New Relationships: | Example: We have plans to foster new relationships with internal and external groups to enhance the relevance and quality of our outputs. |

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| **Values** |
| 13.Promotion of Inclusivity and Diversity: | Example: The Geographic Group Affiliate Center is committed to promoting inclusivity and diversity, ensuring equity of access in all its activities locally, regionally, and globally. |
| 14. Sustainability and Succession Planning | Example: Sustainability will be ensured through strong host institution partnerships(s), mentoring programs and robust succession planning to facilitate continuous success. |
| 15. Collaboration to Reduce Research Waste | Example: We will actively collaborate with other Cochrane Groups to minimise research waste through efficient resource utilisation and shared initiatives. |

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| **Representation of Cochrane’s Core Values:** |
| 16. Collaboration, relevance, integrity, and quality. | Example: The Geographic Group Affiliate will prioritise equitable representation, work transparently, and avoid vested interests and research waste in alignment with Cochrane’s core values. |

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| **Operational plans** |
| 17. Center Director and Accountability | The Geographic Group Affiliate Director is [Name], and accountability to Cochrane will be established and maintained through adherence to the provided Terms of Reference.  **AGREE / DISAGREE**Comments: |
| 18. Quality Assurance Practices: | Quality assurance will be ensured through rigorous working practices, including supervision, clear lines of accountability, effective communication channels, checklists, and collaboration with other Cochrane Groups.  **AGREE / DISAGREE**Comments: |

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| **Activities Expected from and Justification of Proposed Geographic Group** |

19. Be prepared to carry out and report annually on at least 3 activities, such as:

* Training and learning opportunities
* Workshops
* Conferences or professional development (organised or attended)
* Curricula development
* Language translations
* Tools, methods, materials development
* Methods research
* Priority setting (communicating national priorities to Cochrane to aid in organisational prioritisation)
* Evidence production (Cochrane and other systematic reviews and meta-analyses
* Dissemination / Knowledge Translation of Cochrane evidence
* Cochrane-Wikipedia Project
* Partnership development
* Consumer / Patient Involvement
* Contributions to the use of Cochrane evidence in healthcare guidelines
* Contributions to funding (grant writing, resource allocation, etc)
* Cochrane Colloquium committees including abstract & workshop submission reviews, poster scoring, etc.
* Participation in Cochrane Networks (trainers, methods) and Workgroups (climate-health, equity)
* Participation in Cochrane Mentorship programs
* Attendance and/or engagement in Cochrane Colloquium, at which is held the annual Face-to-Face Geographic Group meeting
* Participation in regional geographic group events and meetings

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| 20. Provide details and justification: how the group will fill local/country needs, the current state of EBM & evidence-use, governance |  |
| 20a. Proposed Group  | **Name** | **Geographic area covered** | **Rationale** | **Institution, location** |
|  | [Cochrane XX] | [Geographic area] | [describe main role and expertise] | [host institution and country] |

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| 20b. Benefits of Cochrane Presence | **Brief rationale** | **The Local Environment** | **Use of Evidence in Decision-Making** | **Gaps and Improvements** |
|  |  | [i.e. health, policy, academia, research, access, etc] | [Description of the state of evidence use] | [Highlighting gaps in the evidence system] |

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| 20c. Current Cochrane Activity & Motivations | **Extent of Current Cochrane Activity** (if applicable) | **Motivation for Cochrane Presence** | **Contribution to Diversity, Equity & Inclusion** |
|  | [Number of authors, editors, etc.] | [Motivation from within the constituency] | [Highlight this contribution] |
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| 20d. Governance | **Leadership & Governance of Proposed Group** |
|  | [Brief Description] |

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| **Leadership and Geographic Group Staff Members** |

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| 21. Leadership & Team Members: please indicate who will fill the following positions, along with time commitment of each member (%FTE) |  |
|  | **Director** | **Deputy Director** | **Advisory Board** | **Librarian** |
|  | [Director Name & %FTE] | [Deputy Director Name & %FTE] | [Yes/No, with details if applicable] | [Yes/No, with details if applicable] |
|  | **Add’l Staff Details** | **Host Institution Representative** |  |
|  | [Names, roles, & %FTE] | [Name, title] |  |
| **Total members and allotted time** | [# members total in proposed group as detailed above & total # of FTEs (full-time equivalents; preferably 1-3) |

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| **Strategic Plan** |

21. Principal Goals and Activities: [Covering 3 years, please be specific, attach additional document if needed]

Goals (short term, long term)

Objective of each goal

Activities to support each objective

Deliverables

How will you measure success?

21a. Mentorship and Support:

If you will provide or receive mentorship or support, please tell us about it.

If you are interested in joining one or more of Cochrane’s mentoring schemes as a mentor/provider, please indicate.

*Examples of Cochrane mentoring and fellowship programs include:*

[*Cochrane US Health Equity Mentoring Program*](https://us.cochrane.org/news/cochrane-us-mentoring-program-year-3)

[*Cochrane International Mobility Programme*](https://training.cochrane.org/cochrane-international-mobility)

[*WHO - Cochrane - Cornell Summer Institute*](https://www.human.cornell.edu/dns/who-cochrane-cornell-summer-institute)

[*Cochrane Ireland Communication Mentoring Scheme*](https://ireland.cochrane.org/news/communicating-public-mentorship-scheme)

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| **Letters of Support** |

Please provide 2-3 letters of support, at least one being from the Host Institution, detailing who is offering support, how they relate to the affiliate group/staff, why they support the proposal, and benefits of the proposed affiliate group.

| **Conflict of Interest** |
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| Declarations of interest of the Proposed Director & Host Institution Representative | Please complete theCochrane Conflict of Interest Declaration form(s) to submit with your application  |

### Cochrane Conflict of Interest Declaration

**Name: Proposed role in Cochrane Geographic Group: Date:**

**1. Financial interests**

*a) Received research funding: any grant, contract or gift, commissioned research, or fellowship from The Cochrane Collaboration or a related organisation (i.e. any organisation related to health care or medical research) to conduct research?*

*b) Had paid consultancies: any paid work, consulting fees (in cash or kind) from a related organisation?*

*c) Received honoraria: one-time payments (in cash or kind) from a related organisation?
d) Served as a director, officer, partner, trustee, employee or held a position of management with a related organisation?*

*e) Possessed share-holdings, stock, stock options, equity with a related organisation (excludes mutual funds or similar arrangements where the individual has no control over the selection of the shares)?*

*f) Received personal gifts from a related organisation?*

*g) Had an outstanding loan with a related organisation?*

*h) Received royalty payments from a related organisation?*

**2. Do you have any other competing interests that could pose a conflict of interest that would reasonably appear to be related to the primary interest?**

| Cochrane Geographic Group Affiliate Application |
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| Version: December 2023 |
| Created by: Tiffany Duque (tduque@cochrane.org) |

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