Algorithm for the registration of new Cochrane review titles

Author submits Cochrane Title Registration Form (TRF) to relevant CRG, available from CRG’s website along with details on how to complete form and expectations for new review teams

CRG checks TRF, accepted only if completed in full:
- within scope of CRG?
- overlap/duplication with other CRG(s)?
- addresses a question that is considered to be a high priority for users and/or funders of The Cochrane Library?
- is a scientifically sound proposal?

Not a high priority question or scientifically valid?
- consider rejection of title

Outside scope or possible overlap:
- consults with and/or transfers to other CRG

Within scope - no overlap:
- What is the skill mix and experience of review team?
- Does the team have members who appear to have expertise in: content, methodology, statistics?*
- Can the team communicate in English? **
- What is the motivation for the review?
- Are there any time constraints that might conflict with the timely completion of the review?

Authors need help?
- If CRG can provide support and mentorship, register title
- If CRG cannot provide support, title not registered - CRG advises team to contact their local Cochrane Centre to find out if it can provide a named mentor and, if so, submit an updated TRF with named mentor to CRG

Skills OK?
- Register title and ask for Cochrane Declaration of Interest form to be completed
- Send author materials, including details of Cochrane online training materials and regional courses

*an individual who has self-identified as being knowledgeable enough in the content area to understand the context and implications of the research and experienced enough in the methodology to guide and mentor the review process (CV and publications support this)

** based on communication between author and CRG