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| [Department for International Development - Home](http://www.dfid.gov.uk/) |  |  |
| The personal data provided on this form will be processed by DFID, and may be held on computerised database and/or manual files. It will be used by DFID solely for the purposes of application review, and will not be placed in the public domain without the prior permission of the applicant(s). | | |

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| --- |
| Systematic Review Application Form  *Email completed application to systematicreviews@dfid.gov.uk* by **COP Wednesday 9th of October, 2013** |

**Title of the Review**

Please ensure the question is from the list of DFID systematic review questions. Please cite the Question number as well as title.

|  |
| --- |
|  |

If you are proposing refining the question- please discuss this in section 2 b).

## *Details of Applicants*

**1 a. Organisation with whom the Contract would be held**

|  |  |
| --- | --- |
| Organisation name |  |
| Division or Department |  |
| Country / region |  |
| Organisation website |  |

**1 b. Organisation type** *(Place ✓ in relevant box. If other, please specify)*

|  |  |
| --- | --- |
| Government agency |  |
| NGO |  |
| Research body / think tank / university |  |
| Other |  |

**1 c. Legal status**

|  |  |
| --- | --- |
| What is the organisation’s legal status (e.g. nationally registered NGO)? |  |
|  |  |
|  |  |

**1 d. Contact person details**

|  |  |  |  |
| --- | --- | --- | --- |
| *First name* |  | *Last name* |  |
| *Designation* |  | *Telephone* |  |
| *Institution* |  | *Fax* |  |
| *Address* |  |  | |
| *E-mail* |  | | |

**1 e. Signatory on contract (if different from above)**

|  |  |  |  |
| --- | --- | --- | --- |
| *First name* |  | *Last name* |  |
| *Designation* |  | *Telephone* |  |
| *Institution* |  | *Fax* |  |
| *Address* |  |  | |
| *E-mail* |  | | |

**1 f. Start Date and Duration**

|  |  |  |  |
| --- | --- | --- | --- |
| a. Proposed start date |  | b. Duration of the project (months) |  |

**1 g. Review team(s): Please include names of all team members and PLEASE FILL IN ANNEX A FOR LEAD REVIEWER(S).**

|  |  |  |
| --- | --- | --- |
| Name | Organisation | How many days will the investigator work on the project? |
|  |  |  |
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## *Contract Application*

**2 a. Literature and evidence base**

Situate the question in the literature, including describing the existing evidence and literature, estimated size and quality of the evidence base and your familiarity with it [up to 500 words]

OR

Describe your familiarity with the literature in this area/on this topic.

|  |
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|  |

**2 b. Possible limitations and generalisability**

Please describe the limitations of the systematic review, including issues of evidence type, issues resulting from different methodological approaches to studies and issues arising from contextual challenges. If you are proposing refining the question please discuss that here. [up to 300 words]

|  |
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**2 c. Methodology and Approach**

What is your proposed approach to this systematic review? What types of studies are to be included and excluded, and what methods of analysis are envisaged, including critical appraisal approach and analysis of impact heterogeneity?

Please describe eligible study designs, measures, and methods of synthesis, and list possible studies to be included in the review (this list need not be comprehensive) [up to 800 words excluding list]

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**2 d. Systematic Review Experience**

Please describe any relevant experience you and your team have had in systematic reviewing. Please include relevant organisations (example Campbell, EPPI-Centre or Cochrane) you have worked with in the past [up to 300 words]

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**2e. Staff Duties**

Under the following themes, summarise the roles and responsibilities of each post for which funding is sought (give name where known, or state post, e.g. ‘Research Assistant’, where appointment is not yet made), together with relevant previous experience in this area. It is recommended to have at least one person on the review team who has content expertise, at least one person who has methodological expertise and at least one person who has statistical expertise (if relevant). It is also recommended to have one person with information retrieval expertise. Please note that this is the recommended *optimal* review team composition

|  |  |
| --- | --- |
| Content: |  |
| Systematic review methods: |  |
| Statistical analysis (if relevant): |  |
| Information retrieval: |  |

**2 f. Communications Plan and User Engagement**

Describe plans to engage with potential users of the research, to communicate the results of the research to such users, and the potential value of the research to users outside the research community. You will be expected to work closely with the DFID team that initiated the review questions.

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**2 g. Potential conflicts of interest**

Have any of the authors any financial interests or been involved in the development of relevant interventions, primary research, or prior published reviews on the topic?

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**2 h. Methodological support and peer review**

|  |
| --- |
| Please indicate if you would like to attend a training workshop on systematic review methods. This is required if you do not have previous systematic review experience. (DFID funded) |
| |  |  |  |  | | --- | --- | --- | --- | | Yes |  | No |  | |
|  |

**2i. Timetable** estimates of the start and end dates for the following stages (contracts awarded end October):

|  |  |  |
| --- | --- | --- |
|  | **Start date** | **End date** |
| Registration of title with DFID |  |  |
| Preparation of protocol |  |  |
| DFID and External Review of protocol (allow six weeks) |  |  |
| Study search |  |  |
| Assessment of study relevance |  |  |
| Extraction of data |  |  |
| Synthesis and/or statistical analysis |  |  |
| Preparation of draft report |  |  |
| DFID and External review of draft report (allow six weeks) |  |  |
| Revision of draft report |  |  |
| Preparation of Evidence Brief for Policy |  |  |
| Publication of Final Report and Evidence Brief |  |  |

**2 j. Deliverables (nature and due date)**

|  |  |
| --- | --- |
|  | **Due date** |
| Title |  |
| Protocol |  |
| Draft report |  |
| Final report |  |
| Evidence brief |  |

## *Summary of Resources Required*

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| Financial resources (£GB)   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Fund heading | DFID contribution | Other contribution | Total | % of total | | Staff |  |  |  |  | | Travel & Subsistence |  |  |  |  | | Data collection or acquisition |  |  |  |  | | Other Costs |  |  |  |  | | **Sub-total** |  |  |  |  | | Indirect Costs |  |  |  |  | |  |  |  |  |  | | **Total** |  |  |  |  | |  | Summary of staff effort requested   |  |  | | --- | --- | |  | Days | | Investigators |  | | Research assistants |  | | Other |  | | Total |  | |

**Other Support**

Details of support sought or received from any other source for this or other research in the same field.

|  |  |  |
| --- | --- | --- |
| **Awarding Organisation** | **Awarding Organisation’s Reference** | **Title of project** |
|  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Decision Made (Y/N)** | **Award Made (Y/N)** | **Start Date** | **End Date** | **Amount Sought/Awarded (GB£)** |
|  |  |  |  |  |

**Staff**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name /Post Identifier** | **Daily rate (£GB)** | **No.of days** | **Total cost on grant (£GB))** |
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| Total | | |  |

**Please attach a budget narrative or spreadsheet showing the budget calculations.Annex A Standard CV**

|  |  |
| --- | --- |
| 1. Surname: 2. First name (s): | Date of Birth:  Nationality:  Sex: |
| 1. Degree(s) *(subjects, university or school, year)* | |
|  | |
| 1. Posts held *(type of post, Institution/Faculty/department, date for the last 10 years)* | |
|  | |
| 1. Recent publications and other written outputs, which can include unpublished evaluation reports and systematic reviews: *(List only the ten most important Publications for the last five years (papers in press or submitted for publication are also acceptable). Please give full bibliographic reference (author(s), title, journal, volume, page numbers, years). Attach copies of papers in press or submitted* ***only*** *if these papers contain background material relevant to this proposal.* | |