Centre universitaire de santé McGill | McGill University Health Centre | LIBRARIES

Memorandum of Understanding for a Systematic Review of the Literature

Project number:

A systematic review must demonstrate that sufficient effort has been made to identify as many methodologically sound studies as possible to answer a clinical question. As such, the search is a critical step in the systematic review process.

	RESPONSIBILITIES OF EACH PARTY
The lead investigator will:	
☐	Provide direction and feedback for the search
☐	Keep the librarian updated on progress in the research team's work
☐	Complete screening and analysis using established standards (e.g. multiple screeners)
☐	Send the final manuscript to the librarian for comments and feedback prior to submission
☐	Give notice before final documentation and manuscript are submitted to a publisher
The MUHC librarian will:	
☐	* Design the search strategy and have it peer reviewed
☐	* Run searches in the bibliographic databases outlined on page 2
☐	* Create an EndNote library with all retrieved publications and remove duplicates
☐	Search the grey literature (including conference abstracts)
☐	Search trials registries
☐	Handsearch selected journals (number:)
☐	* Compile the PRISMA flow diagram of the selection process
☐	Search reference lists of eligible studies
☐	Conduct citation search of eligible studies
☐	* Write the "sources and search methodology" section
☐	Rerun the Medline search strategy prior to submitting for publication
Other:	

* If responsible for these steps, the MUHC librarian will be granted co-authorship of the final publication.

Selected Databases and Other Resources

Bibliographic databases

Medicine

- ☐ African Index Medicus
- ☐ Biosis Previews
- ☐ Cochrane Library / CENTRAL
- ☐ Embase
- ☐ Global Health
- ☐ LILACS (Latin America)
- ☐ Medline (OvidSP)
- ☐ PsycINFO (Ovid)
- ☐ PubMed (ePub records only)
- ☐

Nursing/Allied Health

- ☐ AMED
- ☐ CINAHL
- ☐ OT Seeker (Occupational therapy)
- ☐ PEDro (Physiotherapy)
- ☐ RehabDATA (Rehabilitation)

Multidisciplinary

- ☐ Scopus (Elsevier)
- ☐ Web of Science (ISI)

Other types

Research in progress

- ☐ ClinicalTrials.gov
- ☐ International Clinical Trials Registry Platform
- ☐ International Standard Randomised Controlled Trial Number Registry
- ☐ UK Clinical Trials Gateway
- ☐

Dissertations/Theses

- ☐ ProQuest Dissertations and Theses
- ☐

Guidelines

- ☐ CMA Infobase
- ☐ National Guideline Clearinghouse
- ☐ National Institute for Clinical Excellence
- ☐

Conference proceedings: conferences to be searched individually

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Grey literature: literature published outside the traditional publishing ecosystem

Health Technology Assessments (HTA)

- ☐ Agency for Healthcare Research and Quality (AHRQ)
- ☐ Canadian Agency for Drugs and Technologies in Health
- ☐ Centre for Reviews and Dissemination (CRD)
- ☐ Institut National d'excellence en santé et en services sociaux (INESSS)
- ☐ MUHC TAU
- ☐

Drug and device regulatory approvals :

- ☐ Food and Drug Administration (FDA)
- ☐ Health Canada
- ☐

Other:

- ☐ Google Scholar
- ☐ Open Grey
- ☐

Date of the initial meeting with a librarian:

Timeframe for delivery of search results:

Research teams should allow for approximately of 2 months from the initial meeting with a librarian to the delivery of search results, with the understanding that delays outside of the control of the librarian, such as delayed feedback from the research team and/or changes to the research question, will affect the originally agreed upon timeframe.

Lead investigator:

Name (capital letters): _____

Signature: _____

Date:

Librarian

Name (capital letters): _____

Signature: _____

Date: