



Memorandum of Understanding for a Systematic Review of the Literature

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
- Provide the librarian with a copy of the project protocol
- 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
- Assist the team to import all references in a screening management tool (Rayyan, Covidence, etc.)
- Search the grey literature (including conference abstracts)
- Search trials registries
- * Compile the PRISMA flow diagram of the selection process
- * Write the "sources and search methodology" section
- Compile references from bibliographies of included studies using Scopus or Web of Science, and download into an EndNote library to be screened
- Conduct a citation search of included studies using Scopus or Web of Science, and download results into an EndNote library to be screened
- Rerun the Medline search strategy prior to submitting for publication
- * Review the manuscript prior to submission

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

- | | |
|---|--|
| <input type="checkbox"/> Medline (Ovid) | <input type="checkbox"/> CINAHL (Ebsco) |
| <input type="checkbox"/> PubMed (recently created records only) | <input type="checkbox"/> Africa Wide Information (Ebsco) |
| <input type="checkbox"/> Embase (Ovid) | <input type="checkbox"/> LILACS (Latin America) |
| <input type="checkbox"/> Cochrane Library / CENTRAL | <input type="checkbox"/> Web of Science (Clarivate) |
| <input type="checkbox"/> Scopus (Elsevier) | <input type="checkbox"/> Global Health (Ovid) |
| <input type="checkbox"/> PsycINFO (Ovid) | <input type="checkbox"/> Global Index Medicus (WHO) |
| <input type="checkbox"/> Other: | |

Other types

Research in progress

- ClinicalTrials.gov
- International Clinical Trials Registry Platform
- International Standard Randomised Controlled Trial Number Registry
- Health Canada Clinical Trials Database
- Be Part of Research (UK Clinical Trials Gateway)
- Other:

Dissertations/Theses

- ProQuest Dissertations and Theses
- Other:

Guidelines

- ECRI Guidelines Trust
- CMA Infobase
- National Institute for Health and Care Excellence
- Other:

Conference proceedings: name of scientific conferences to be searched individually

Grey literature: literature published outside the traditional publishing ecosystem

Health Technology Assessments (HTA)

- Canadian HTA repository (HTA reports from Ontario, Quebec, Alberta, and CADTH)
- Agency for Healthcare Research and Quality (AHRQ)
- NIHR HTA Database
- MUHC TAU
- Other:

Drug and device regulatory approvals:

- Food and Drug Administration (FDA)
- Health Canada
- Other:

Other:

- Google Scholar
- Open Grey
- Other:

FUNDING

If this project has received funding for library services, these funds should be paid to the MUHC Libraries after delivery of the literature search results.

TIMEFRAME

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 impact the originally agreed upon timeframe.

Date of the initial meeting with a librarian: _____

Timeframe for delivery of search results: _____

Lead investigator:

Name (capital letters): _____

Signature: _____

Date: _____

Librarian

Name (capital letters): _____

Signature: _____

Date: _____



McGill University Health Centre Libraries, November 2020.

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