Knowledge Synthesis Readiness Checklist

Are you ready to carry out a knowledge synthesis project such as a systematic, scoping, or rapid review?

### Background Research
- Our background research has identified gaps in the literature and key studies.
- We have checked to see if there are recent systematic reviews or protocols on this topic.
- There are enough high quality studies to make a synthesis worthwhile and feasible.

### Review Question
- We have articulated the rationale for our review and it has relevance for clinical practice or policy.
- Our review question is clearly defined and outlined in a PICO framework or other suitable format.
- We have established what type of review methodology best fits our research question.
- We have decided on our inclusion and exclusion criteria and have pilot tested them.
- We have drafted rigorous protocol and we plan to register it (see template).

### Review Team
- Our team includes people who have knowledge of and experience in this type of review.
- We have the capacity to train all team members on screening, extraction, and critical appraisal methods.
- We have a designated project coordinator.

Our review team includes at least 4 people:
- A principle investigator with extensive subject knowledge.
- An information specialist from the Library Services' team.
- Two people independently screen, extract, and appraise the literature.
- A tie-breaker for when there is disagreement about studies meeting inclusion criteria.
- A statistician if doing a statistical analysis.

### Resources
- Our project has a reasonable time frame (at least 9-12 months for a systematic review).
- We have a project management plan, with clearly defined goals, responsibilities, deliverables, and timelines.
- We have software for records management, screening, data analysis (e.g. EndNote, Covidence, DistillerSR).
- We have the financial resources to complete this project.
- Our core team members can commit to the entire length of the project.

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