



Health Research Board

Cochrane Fellowships 2010

Guidance notes

Key dates

Call open to applicants:	8 March 2010
Deadline for submission of applications:	20 May 2010 (12.00 noon)
Deadline for submission of signature pages:	27 May 2010 (3.00pm)



Cochrane Fellowships 2010

Guidance Notes

1 Introduction

- 1.1 The Cochrane Collaboration is an international non-profit and independent organisation, dedicated to making up-to-date, accurate information about the effects of healthcare readily available worldwide (www.cochrane.org). It produces and disseminates systematic reviews of healthcare interventions and makes those reviews available as The Cochrane Library.
- 1.2 Since 2002, all this information has been available free of charge throughout the island of Ireland via the Internet (at www.thecochranelibrary.com), sponsored by the Health Research Board (HRB) in Dublin and the HSC Research & Development Division, (HSC R&D Division), Public Health Agency in Northern Ireland. In addition to providing and promoting free national access to The Cochrane Library since 2002, the HRB and HSC R&D Division continue to fund a series of annual training programmes in systematic reviews and to administer an annual Cochrane Fellowship programme to build capacity on the island of Ireland in conducting systematic reviews for inclusion in The Cochrane Library. The scheme forms part of a commitment to increase the ability of researchers to conduct high quality R&D for health and for managers and professionals to be aware of, and act upon, the results.

To date, 63 Fellows have been funded by the HRB and HSC R&D Division to conduct systematic reviews and details of these fellows and reviews can be found on the websites of both funding offices.

- 1.3 The HRB and HSC R&D Division invites applications for Cochrane Fellowships in 2010 to (a) support systematic review training for the Fellows and (b) to provide the Fellows with protected time to conduct a systematic review on a title of their choosing.

It is envisaged that a minimum of four fellows will be awarded in 2010 with at least one Fellow from the Republic of Ireland and at least one Fellow from Northern Ireland (depending on number and quality of applications and subject to the availability of funding).

- 1.4 Cochrane Reviews are full-text systematic reviews, which provide an overview of the effects of interventions in health care. The reviews are highly structured and systematic. Evidence from clinical trials is included or excluded on the basis of explicit quality criteria. Each review covers a specific and well-defined area of health care. Data in reviews are often combined statistically to increase the power of the findings of numerous studies, which on their own may be too small to produce reliable results. In such cases, the review may also include graphs presenting the data from each individual study. Systematic reviews differ from other types of review in that they adhere to a strict design in order to make them more comprehensive, thus minimising the chance of bias, and ensuring their reliability. Rather than reflecting the views of the authors or being based on a partial selection of the literature (as is the case with many articles and reviews that are not explicitly systematic), they contain all known references to trials on a particular intervention and a comprehensive summary of the available evidence. The reviews are therefore also valuable sources of information for those receiving care, as well as for decision makers and researchers.

There are currently over 24,000 people contributing to the work of The Cochrane Collaboration in more than 100 countries. There are 51 Cochrane Review Groups (Appendix 1), responsible for reviews within particular areas of health and collectively providing a home for reviews in all aspects of health care.

You can learn more about the Cochrane Review Groups by accessing www.thecochranelibrary.com and clicking "Cochrane Groups". You can also view all of the existing Cochrane reviews at this site.

- 1.5 Cochrane Protocols provide information about reviews, which are currently being prepared. The protocol summarises the background, the rationale and proposed methods of the review, and are published so that people can see and comment if they wish on the plans, identifying omissions or mistakes before the review is completed. The first phase of conducting a Cochrane review is to prepare and publish the protocol for the review. Applications for this Fellowship scheme will **not** be accepted for a title where you have already prepared and published the protocol in The Cochrane Library.
- 1.6 Choosing the Title of your Review: You can check whether the area of interest/topic for your proposed review has already been reviewed or is currently being reviewed by searching in The Cochrane Library or by clicking on <http://www.cochrane.org/reviews/en/topics/> and looking within the relevant Cochrane Review Groups.

When trying to decide on how to frame the title, remember that titles for Cochrane reviews need to adhere to one of three standard formats:

- *<Intervention> for <health problem>*
- *<Intervention A> versus <Intervention B> for <health problem>*
- *<Intervention> for <health problem> in <participant group/location>*

2 Scope

- 2.1 The Cochrane Fellowship is intended to provide the Fellow with protected time on an indicative part-time basis of **up to two days per week for up to two years**. The award will be sufficiently flexible to accommodate a variety of patterns to reflect the specific working circumstances of the individual applicant.
- 2.2 The successful applicant will be expected to complete a Cochrane review during the term of the fellowship and to commit to the maintenance of the review thereafter (updating should normally be conducted every 18 –24 months).
- 2.3 The award will support:
 - the applicant's salary (gross) (including employers' pension contribution), calculated *pro-rata* for the number of sessions/hours devoted to the systematic review and negotiated and agreed with Host Institution. Promotional increases will **not** be supported during the tenure of the award. Please see the detailed notes at Section 4 Application Process, Q 11
 - research expenses up to a maximum of €1,500 over the lifetime of the award
 - appropriate systematic review training, including cost of attendance at courses or conferences (see Appendix 2 for details of such courses) up to a maximum of €1000 over the lifetime of the award
- 2.4 Applicants are advised that the evaluation criteria will include 'value for money' considerations and applicants should ensure that the costs submitted in the application are kept to a minimum. Once an award has been agreed, no further requests for funding can be considered.

3 Eligibility

- 3.1 This scheme is open to individuals resident on the island of Ireland working in the **health and social care area**. As appropriate systematic review training will be provided, **applications are encouraged from those with no prior experience and/or training in conducting systematic reviews**.
- 3.2 Applicants for the fellowships must have had their title registered with the appropriate Cochrane Review Group (see Appendix 1), who are responsible for determining that the topic is suitable for a Cochrane review. Written confirmation of this from the Managing Editor of the relevant Review Group must be included with the application for the application to be deemed eligible.
- 3.3 Once you have discussed your topic with the editorial team of the chosen Cochrane Review Group and you have agreed your sponsorship arrangements, the Cochrane Review Group will register your title with The Cochrane Collaboration.

This registration process, including discussions with an editor of the Cochrane Review Group, can take up to 2 months. Therefore applicants are strongly advised to initiate the registration process as soon as possible and in sufficient time to allow application for this fellowship.

- 3.4 Applicants **must not have published the protocol for their proposed systematic review** or have played a major role in a previously published Cochrane review before receipt of the Cochrane Fellowship. Applications will not normally be considered for completion of existing research degree programmes or previously funded research activity. Applicants who are registering/recently registered for an MSc by research, and who want to conduct a systematic review as part of this process, are eligible to apply.
- 3.5 Applicants who are willing to update a review will be considered for these fellowships providing that the Fellow was not one of the original authors and that they can show how the update is likely to be substantially different from the original review (and, therefore, more like a brand new review than an update). Furthermore, they should not yet have published a protocol for the revised review.
- 3.6 Applicants must have obtained agreement and support from their employer for their application for this Fellowship.

4 Application Process

- 4.1 Applications for Cochrane Fellowships can be made only by the prospective recipient, and to the relevant agency. All applicants employed in the South of Ireland should apply through the HRB online eGrants system. Applicants employed in the North of Ireland should apply via the HSC R&D Office in Belfast.
- 4.2 The HRB eGrants system is accessible at www.hrb.ie/research-strategy-funding/grants-and-fellowships/ Technical guidance in using the eGrants system is given in Appendix 3.
- 4.3 Applicants must have gained the support of a local Sponsor with experience in conducting systematic reviews. It is preferable that this Sponsor would either be working within your host institution or nearby. However, if your local Sponsor is situated further afield, you are asked to describe the arrangements you have agreed with them to ensure efficient and effective supervision over the timeframe of the review.

In order to help you choose a local supervisor, it may be helpful to click on <http://www.cochrane.org/reviews/en/countries/> and select "Ireland". This lists all Cochrane reviews registered and completed by researchers in Ireland. Unfortunately, it is not currently possible to identify researchers from Northern Ireland as distinct from the UK generally.

The HRB and HSC R&D Division also fund a discussion group called the All Ireland Cochrane eGroup. The purpose of this group is to allow persons with an interest in evidence-based health care on the island of Ireland to share, discuss and disseminate information related to The Cochrane Collaboration

and The Cochrane Library. It is aimed at authors of reviews, those thinking about a review, librarians, users of The Cochrane Library and people who just want to keep up to date with Cochrane developments. If you would like to register to join this group go to the link, <http://www.mailtalk.ac.uk/lists/all-ireland-cochrane-egroup.html> and follow the instructions on the screen. This could serve as a useful forum to secure a local Sponsor for your title or to seek assistance on choosing and framing your title.

4.4 Because Cochrane Reviews are commonly conducted by a lead reviewer in collaboration with one or more co-authors, the principal applicant may wish to consider obtaining support for their review by identifying co-authors with complimentary knowledge and skills. Co-authors must have some expertise or interest in the review topic or in systematic review methodologies and should be identified in the application form, giving details of specific skills/expertise they bring to the proposed review. You will be guided as to whether you should identify co-authors when you speak with the Cochrane Review Group and when they assess the experience levels of your local supervisor. The local Sponsor does not need to be a co-author. Co-authors can be from the island of Ireland or elsewhere.

4.5 Applications to the HRB must be submitted via the HRB online system eGrants by **12.00 noon on Thursday, 20 May 2010.**

4.6 Applicants are also requested to submit the following supporting documents:

- A signed hard copy letter of confirmation of title registration from the appropriate Cochrane Review Group Managing Editor (electronic signatures accepted).
- A hard copy of the Signature pages with original signatures (applicant, local Sponsor, Employer and Dean of Research/Authorised Signatory of the Host Institution) must arrive to the HRB office at **73 Lower Baggot Street** no later than **3pm on Thursday, 27 May 2010. Faxed copies will not be accepted.**

NB: All of the above must be submitted to the HRB by the dates stated in order for your application to be considered eligible.

4.7 **Incomplete or incorrectly completed applications will be regarded as ineligible** and will not go forward for evaluation. Applicants will be advised accordingly.

4.8 Applicants are asked to note the following:

Question 2 Select the Host Institution where you plan to conduct the systematic review if you are successful and awarded a Fellowship. The Host Institution will administer the award and issue associated contracts of employment/engagement. Please note if your Institution/organisation does not appear as an option in the drop down list please contact the HRB on +353 1 2345122 or email help@hrb.ie

Question 3 Please provide the title and a summary of the proposed systematic review. Please note that applications for updating a review are eligible for the scheme, provided that the applicant was not involved in the original review, and can show that the update is likely to be significantly different from the original review. In addition, the applicant must not have published a protocol for the revised review. If this application is to update a published review, please provide a justification for why you want to undertake this update.

Question 4 Please provide details of any preliminary work relevant to this review which has already been completed.

Question 5 Applicants are asked to state which Cochrane Review Group will be responsible for this review. Applicants must have obtained approval from and registered their review title with a Cochrane Review Group. You are asked for confirmation that approval has been obtained from the Managing Editor of the relevant Review Group. The final decision on whether or not to register a title rests with the appropriate Cochrane Review Group. A hard copy confirmation of this registration, from the relevant Review Group Managing Editor, must be included with the application.

NB: This registration process can take up to 2 months. Therefore applicants are strongly advised to initiate the registration process as soon as possible and in sufficient time to allow application for this fellowship.

Question 6 Sponsorship arrangements for Cochrane reviews will vary and are dependent on the review and the individual applicant. Please provide contact details for the local Sponsor and describe the experience he/she has in conducting systematic reviews. Sponsors should ideally be locally based and have experience in conducting systematic reviews. In all cases, sponsorship arrangements should be agreed with the Cochrane Review Group. See Section 4.3 of the guidance notes for help with choosing a local sponsor.

Question 7 Some (but not all) Cochrane Review Groups will appoint a Contact Editor to support you. Provide details of the Content Editor, if applicable.

Question 8 There may be additional co-authors working with you on the review. Please provide their details. Briefly describe any experience the co-authors have in conducting systematic reviews. The local Sponsor may also be a co-reviewer.

Question 9 As this is a part of a capacity building initiative by the HRB and HSC R&D Division in evidence based-healthcare, you are asked to describe the benefits of this Fellowship to you as an individual and also to describe the potential benefits to healthcare service and delivery.

Question 10 The Cochrane Fellowship is intended to provide the fellow with protected time on an indicative part-time basis of two days per week for two years. The award will be sufficiently flexible to accommodate a variety of patterns to reflect the specific working circumstances of the individual applicant. Applicants are asked to indicate how much time they intend to spend conducting the systematic review up to a maximum of 24 months. Finally, you are asked to describe how you plan to allocate time to your normal work commitments and to conducting the Cochrane review.

Question 11 The cost estimates provided need to be as accurate as possible. You are strongly advised to seek the advice of the Finance Officer/Accountant or equivalent in your Host Institution to ensure that your costs, as estimated, are accurate. The HRB will **not** provide additional funding in the case of either under-estimation of costs or over-expenditure.

Budget and Justifications:

Current Gross Annual Salary: Please state your current Gross Annual Salary (inclusive of the employee pension contribution). This is requested to allow HRB staff to cross check the pro-rata salary requested in the budget.

Gross Pro-Rata Salary: This is negotiated and agreed with the Host Institution. Annual salary point increases are not allowed. Please note that the gross pro-rata salary may include a 5% employee pension contribution.

Employer's PRSI (pro-rata): Employer's PRSI contribution is calculated at 10.75% of gross pro-rata salary.

Employer Pension Contribution: As of 1 September 2009, the HRB will cease paying a pension contribution for all awards except where Circular letter 6/2007 applies. Circular Letter 6/2007 states that the pensions contribution of all Public Health Service employees who, on or after 1 June 2007, are granted secondments or periods of special leave with pay to enable them take up appointments with other organisations, including other Public Health Sector organisations, will be increased to 25% of gross pensionable pay. The rate of 25% of gross pensionable pay referred to in this context is the pension contributions to be paid by the body to which the employee is seconded – it does not include any pension contributions which employees make themselves. Where no such arrangements are in place, the HRB will not be liable for costs.

Cochrane Review Expenses: Costs associated with conducting or updating Cochrane Systematic reviews, up to a maximum of €1500 over the lifetime of the award may be requested, if sufficiently well justified.

Overhead Contribution: In accordance with the HRB Policy on Overhead Usage, the HRB will contribute to the indirect costs of the research through an overhead payment of 25% of Total Direct Modified Costs (TDMC excludes student fees, equipment and capital building costs).

Training Costs: Attendance at appropriate training courses and conferences associated with training in conducting systematic reviews may be requested, up to a maximum of €1000 over the lifetime of the award. All requests should be fully justified. Courses in which the applicant may be interested are listed in Appendix 2.

Note: All successful Fellows will be expected to attend an initial training course entitled "Developing a Protocol for a Review", organised by the UK Cochrane Centre and the HRB/ HSC R&D Division, and which will be held on **02 and 03 November 2010 in Belfast** so this date should be tentatively put in your diary at application stage. There will be no registration cost to the fellows arising from this course as this will be covered by the funding offices. All other costs for attendance should be included and justified under training costs in the budget requested.

Question 12 In addition to summarising the total amounts requested each year you must itemise the costs under each heading and provide a brief justification for all funding requested.

Question 13 Please provide a recommendation from your Employer (for the time period of the fellowship). The employer should have read the application form and be supportive of the applicant during the period of the systematic review and the applicant's training, if the application is deemed successful. Please provide contact details of your Employer, name, address etc.

SIGNATURE PAGES

The Signature pages must be signed and sent in hardcopy (**original signatures only** - electronic or faxed versions of signatures will not be accepted) by post, together with a signed hardcopy of the letter confirming title registration from the Managing Editor of the relevant Cochrane Review Group (electronic signature accepted), to arrive at the HRB offices at **73 Lower Baggot Street, Dublin 2** no later than **3pm on Thursday, 27 May 2010**.

Failure to submit this documentation by the deadlines stated will result in your application being deemed ineligible.

5 Assessment

- 5.1 All applications will be refereed and assessed by a special committee convened by the UK Cochrane Centre, which will make a recommendation to the HRB and the HSC R&D Division. It is anticipated to

that applicants will be contacted by September 2010 regarding the outcome of this assessment process.

- 5.2 A minimum of four fellowships will be supported on the island with at least one award being made to residents from each jurisdiction.

6 Notification

- 6.1 Each applicant will be notified of the outcome of their application in writing, at the contact address specified on the application form.
- 6.2 Unsuccessful applicants may request written feedback.

7 Successful Applicants

Financial Issues

- 7.1 The designated Host Institution will manage the award on behalf of the HRB.
- 7.2 No payments under the awards will be made before receipt of the acceptance documentation for the award based on the terms and conditions offered.
- 7.3 The HRB will not indemnify the Host Institution against any claim for compensation or any claim to which the employing organisation may be liable.
- 7.4 The applicant must inform the HRB immediately if funding for their review becomes available from another source.

Programme of Work

- 7.5 The agreed period of the award should provide for full analysis of data and completion of a Cochrane review. Extensions of support for fellows will be given only in exceptional circumstances.

Progress reports and final report

- 7.6 Annual reports are required to be submitted every year. Continuation of the award is subject to the receipt of satisfactory reports. The HRB will notify the Host Institution regarding the date(s) of the annual report and end of grant report.
- 7.7 Successful fellows must be prepared to present their work at research seminars, as requested by the HRB.
- 7.8 In addition to publishing their Cochrane review, fellows are encouraged to publish the results of research supported by the scheme in relevant scientific or professional journals. The support of the HRB must be acknowledged in all publications.

Responsibility

- 7.9 The Host Institution will assume ultimate managerial responsibility for the conduct and progress of the fellow and for observing the terms and conditions under which the systematic review is carried out.
- 7.10 All relevant codes of practice should be observed including data protection and health and safety at work.
- 7.11 The HRB will not be responsible for claims under any statute or common law, nor will they indemnify the Host Institution against any claim for compensation or any claim for which the employing organisation may be liable.



Appendix 1

Cochrane Review Groups

There are currently 51 Cochrane Collaborative Review Groups.

For everyone on the island of Ireland, free access to The Cochrane Library is available using the following web address www.thecochranelibrary.com

Details of these groups may be found by browsing the homepage under the heading "Cochrane Groups".

The groups consider the following areas:

- Acute Respiratory Infection
- Airways
- Anaesthesia
- Back
- Bone, Joint & Muscle Trauma
- Breast Cancer
- Childhood Cancer
- Colorectal Cancer
- Consumers and Communication
- Cystic Fibrosis and Genetic Disorders
- Dementia and Cognitive Impairment
- Depression, Anxiety and Neurosis
- Developmental, Psychosocial & Learning Problems
- Drugs and Alcohol
- Ear, Nose and Throat Disorders
- Effective Practice and Organisation of Care
- Epilepsy
- Eyes and Vision
- Fertility Regulation
- Gynaecological Cancer
- Haematological Malignancy
- Heart
- Hepato-Biliary
- HIV/AIDS
- Hypertension
- Incontinence
- Infectious Diseases
- Inflammatory Bowel Disease & Functional Bowel Disorders
- Injuries
- Lung Cancer
- Menstrual Disorders and Subfertility
- Metabolic and Endocrine Disorders
- Methodology
- Movement Disorders
- Multiple Sclerosis
- Musculoskeletal
- Neonatal
- Neuromuscular Disease
- Oral Health
- Pain, Palliative and Supportive Care
- Peripheral Vascular Diseases
- Pregnancy and Childbirth
- Prostatic Diseases and Urological Cancers
- Public Health
- Renal
- Schizophrenia
- Skin
- Stroke
- Tobacco Addiction
- Upper Gastrointestinal and Pancreatic Diseases
- Wounds



Appendix 2

Systematic Review Training

- It is proposed that a specific systematic review training course will be convened by the HRB and HRB and HSC R&D Division, with the support of the UK Cochrane Centre, for all of the successful 2010 Fellows on **02 and 03 November 2010 in Belfast**. There will be no registration cost to the fellows arising from this course as this will be covered by the funding offices. All other costs for attendance should be included and justified under training costs in the budget requested. Details of this course will be provided to the successful Fellows after the awards have been announced.
- The University of Oxford runs formal training courses in systematic reviews over 5 days a number of times a year. Further details can be found at:
<http://cpd.conted.ox.ac.uk/ebhc/courses/SR/default.asp>
- Some examples of other training courses available can be found at <http://www.cochrane.org/news/workshops.htm>. This page summarises upcoming Cochrane training and workshops for UK and Ireland and those planned for elsewhere. In addition, it includes details of relevant workshops other than those organised by The Cochrane Collaboration, including some in evidence based healthcare.



Appendix 3

Technical guidelines for completion of the eGrants application form

The deadline for submission of applications is **12.00 noon on Thursday, 20 May 2010**. Please note that the system will be taken off-line promptly at 12.00 noon.

While we have made every effort to make the online application as straightforward as possible, if you are not familiar with online systems this procedure will take longer than the conventional hard-copy system. For this reason we suggest you allow extra time to complete your application.

We recommend that you first work offline using the guidance notes and then copy and paste the relevant information into the related sections in egrants. This is to facilitate a backup of your information in case of system failure.

Please use the following notes for reference when completing the application form.

Computer Requirements

You will need:

- A PC (personal computer) or Mac

The eGrants system has been optimised to work on Internet Explorer version 6 on a PC.

- Connection to the internet

The eGrants system can be accessed on Internet Explorer/Netscape version 4 or higher. If you have an older version of either browser, you can download a more recent version free of charge at:

<http://www.microsoft.com/windows/ie/downloads/default.asp> for Internet Explorer.

<http://wp.netscape.com/download/> for Netscape.

Registration

In order to submit an online application with the HRB, you are required to register at the following address:

<http://egrantsproduction.imaxan.ie/>

Step 1: Click on 'Register Yourself' on the left-hand menu. Please supply the details of the Fellowship Applicant on this screen. The name and address details will appear at the top of your application form. All mandatory fields are marked with an asterix*.

Step 2: When you have submitted your registration, you will receive an email. Follow the instructions in the email to confirm your registration. The email also contains your username, password and researcher ID. You

will need your username and password for logging in to the eGrants site and you will need your researcher ID for all future correspondence with the HRB.

NB: Remember to click on the link in the email to confirm your registration.

Tools

When you are filling out your application form, there are a number of useful tools in a menu on the left-hand side of the computer screen. They are:

- User Home
- Edit Profile
- Email Us
- View Application Layout
- Guidelines
- View Form
- Print Form
- Form Headings

User Home: This button will return you to your unique user homepage, which gives details of your project title, its submission status, and the number of days to the submission deadline.

Edit Profile: This button allows you to update your personal details, which you entered for your registration.

Email Us: You may email the HRB helpdesk (help@hrb.ie) for assistance and your query will be answered within 24-hours Monday to Friday.

View Application Layout: This button opens another window that contains a list of all the questions on the form. Use this to skip to whichever question you wish to fill in. This is a useful tool to navigate through sections of the form.

Guidelines: This document.

View Form: You may use this button at any stage to see the layout of the form, and the content you have entered to date.

Print Form: Click here to view your form in print layout and to print off your application form.

Form Headings: This button allows you to view each section of the form individually.

Helpdesk

If you require help with the eGrants system please contact the HRB helpdesk:

Email: help@hrb.ie

Telephone: +353 1 2345122

All queries will be dealt with within 24 hours, Monday to Friday.

Timeout and Saving Information

Please ensure that you save your information at least once every 50 minutes. The system will automatically log you out after 60 minutes if you do not save your information and you may lose whatever you have entered. This protects your private information and saves valuable system resources.

We recommend that you complete any large sections offline (in MS Word, for example) and copy and paste it into the relevant sections.

Uploading a file

The file upload option is available for you to upload the letter of support from the Cochrane Review Group Editor.

How to upload your file

- (1) Please ensure that the file name under which the letter of support is saved includes no spaces or symbols.
 - 2) The file upload function allows any of the following formats to be uploaded:
MS Word (.doc)
Adobe PDF (.pdf)
Rich Text Format (.rtf)
 - 3) Check the size of the file (click on properties under File menu). If the file is smaller than 1,440 KB upload it by clicking on the first 'browse' button.
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PROJECT BUDGET

Provide a summary of the costs associated with the project. All amounts must be displayed in Euro.

To enter details of costs, please click on **[Add Row]** under the item heading. Add the item name and cost. **Click on 'Save/Recalculate Totals' (at the end of the budget) at the end of each line.** Each item must be entered separately.

To delete items click on **X** next to the item.

Completing the eGrants Application Form

Log in to your eGrants home page at:

<http://egrantsproduction.imaxan.ie/>

Please log in using your unique username (email) and password, and select "New Application" under the heading **Cochrane Fellowships 2010**.

You can login and logout as often as you wish to fill in the form and you can make changes to any section before you submit your application. After filling in a question, you must click on **Next (Save)** to save the information you have entered. Once you have submitted your application, you will not be able to make changes to it.

You will first be asked to enter your **Review Title**. The title should not exceed 200 characters. Please note that only plain text may be used in entering the project title.

The **Important** notice coming up asks you if you have read the Guidance Notes for this scheme. Choose **'Yes'** in the drop down menu.

NAVIGATION: Once you have passed the first question "Review Title" on the application form, the option **'View Application Layout'** will appear on the left hand side menu, which contains a list of all the questions on the form. Use this to skip to whichever question you wish to fill in. This is a useful tool to navigate through sections of the form.

APPLICANT'S DETAILS

The next screen will show you the details you entered for registration. You can edit these details at any time using the **Edit Profile** button (see 'Tools' above).

SIGNATURE PAGES

The Signature pages must be signed and sent in hardcopy (**original signatures only** - electronic or faxed versions of signatures will not be accepted) by post, together with a signed hardcopy of the letter confirming title registration from the Managing Editor of the relevant Cochrane Review Group (electronic signatures accepted), to arrive at the HRB offices at **73 Lower Baggot Street, Dublin 2** no later than **3pm on Thursday, 27 May 2010**.

Failure to submit this documentation by the deadlines stated will result in your application being deemed ineligible.

Checklist and Submission

Please ensure that you have completed all the relevant sections of the application form. Click "Next" and you will be returned to your homepage. To submit your application use "Click to submit" under the heading "Status". Upon submission, you will receive a submission key as proof of submission. Once you have submitted your application, you cannot edit or unsubmit it.