# Checklist formal requirements

The following checklist is designed to help you fulfill the minimal formal requirements for your application.

Please delete the checklist from your document before submitting your proposal.

**Please note: any deviation from the minimal formal requirements listed below can lead to an instant rejection of your proposal.**

|  |  |
| --- | --- |
| **Minimal formal requirements for the application document:** | **Check: √** |
| **Template used? - DIN A4, font size at least 11 point Arial, 10 point Arial in the synopsis and tables and 9 point Arial for references, margins at least 2 cm and single-spaced lines** | □ |
| **Lay summary in English and German included during electronic submission of the proposal (easyonline)?** | □ |
| **All (sub-)headings included** | □ |
| **Maximum of 12 pages including references (13 pages for resubmissions)** | □ |
| **Reference information throughout the whole document contains full title of publication (similar to Vancouver style; at least 9 point Arial)** | □ |
| **Minimal formal requirements for the appendix:** | **Check: √** |
| **List of abbreviations included (max. ½ page, Appendix 1)** | □ |
| **Search strategy included (Appendix 2)** | □ |
| **Unterschriftenblatt with handwritten (scanned) or (qualified) electronic signature of the applicant uploaded with proposal (Appendix 3)** | □ |
| **CVs of Major Participants included (Appendix 6)** | □ |
| **No unauthorized/additional attachments included in the application document or the appendix** | □ |

# Application for a Systematic Review

1. **SYNOPSIS**

|  |  |
| --- | --- |
| **APPLICANT** |  |
| **TITLE OF REVIEW** |  |
| **ACRONYM OF REVIEW** |  |
| **CONDITION** |  |
| **OBJECTIVE(S)** |  |
| **TYPE OF REVIEW** |  |
| **STUDY SELECTION** | Population (of patients):  Intervention:  Comparator(s):  Outcomes:  Design of primary studies:  Other report characteristics: |
| **INFORMATION SOURCES AND SEARCH STRATEGIES** |  |
| **QUALITY ASSESSMENT** |  |
| **DATA EXTRACTION** |  |
| **DATA SYNTHESIS** |  |
| **SAMPLE SIZE** |  |
| **DURATION** |  |
| **CONFLICT OF INTEREST** |  |
| **PREVIOUS BMBF PROJECT NUMBER** | (if application is a resubmission) |

2. RESPONSE TO REVIEWERS’ COMMENTS ON A PREVIOUS VERSION OF THIS   
 SYSTEMATIC REVIEW

3. RELEVANCE

3.1 Medical problem

3.2 Prevalence, incidence, mortality

3.3 Burden of disease

3.4 need for the systematic review

3.5 Patient and target group INVOLVEMENT PLAN

|  |  |
| --- | --- |
| **Phase of the Research Process** | **How is / was / were relevant group(s) involved?** |
| Identification of research needs |  |
| Planning of the systematic review |  |
| Conduct of the systematic review |  |
| Exploitation and dissemination of results of the systematic review |  |

4. evidence

5. STRATEGIES FOR DATA SHARING AND DISSEMINATION OF RESULTS

6. JUSTIFICATION OF DESIGN ASPECTS

6.1 Population

6.2 INTERVENTION(S)

6.3 comparator(s)

6.4 Outcomes

6.5 Design of primary studies

6.6 INFORMATION SOURCES AND SEARCH STRATEGIES

6.7 STUDY SELECTION

6.8 QUALITY ASSESSMENT AND DATA EXTRACTION

7. DATA synthesis

8. EXPERTISE

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Name** | **Affiliation** | **Role** |
|  |  |  | Clinical expertise |
|  |  |  | Methodological expertise |
|  |  |  | Data Search Expert |
|  |  |  | Patient Organisation |
|  |  |  | …. |

9. RefErences

10. FINANCIAL and time PLAN

10.1 Financial plan

Duration:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Details** | **Staff** | | | **Consumables (€)** |
| **Salary Group (e.g., TV-L 13 or TVÄ 1)** | **Man Months (Full Time Equivalents)** | **€** |
| Staff |  |  |  | € |  |
| Consumables |  |  |  |  | € |
| Patient and Target Group Involvement |  |  |  |  |  |
| Publications |  |  |  |  |  |
| Travel |  |  |  |  | € |
| Contracts incl. tax |  |  |  |  | € |
|  |  |  |  |  |  |
| **Total (without overhead / „Projektpauschale“)** | € | | | | |

10.2 time plan

# APPENDICES

APPENDIX 1: LIST OF ABBREVIATIONS (MANDATORY, max. 1/2 page)

Appendix 2: Search strategy (MANDATORY)

APPENDIX 3: UNTERSCHRIFTENBLATT (MANDATORY)

KS2023 – Projekte zu klinischen Studien mit hoher Relevanz für die Patientenversorgung

**Informationen zum Systematischen Review***(entsprechend der eingereichten Projektskizze)*

|  |  |
| --- | --- |
| **(KOORDINIERENDE/R)**  **ANTRAGSTELLER/IN** | Name Projektleiter/in  *Bei mehreren Antragstellenden ist die / der “ principal investigator” zu nennen, die / der die Verantwortung für die Durchführung des systematischen Reviews übernimmt.* |
| **ANTRAGSTELLENDE  INSTITUTION** | Bitte geben Sie die übergeordnete Institution (z. B. Universität, Universi-tätsklinikum) an. |
| **TITEL DES  SYSTEMATISCHEN REVIEWS** | *[Title in English] The title of the review should be as precise as possible.* |
| **AKRONYM DER STUDIE** |  |

Ich bestätige die Kenntnis und – nach meinem aktuellen Wissenstand – die Richtigkeit der Angaben in der Projektskizze zu oben genanntem systematischen Review.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Datum, Unterschrift Projektleiter/in

APPENDIX 4: PATIENT and Target group INVOLVEMENT (OPTIONAL / DESIRED)

APPENDIX 5: INDIVIDUAL PATIENT DATA (IPD) META-ANALYSIS (OPTIONAL)

APPENDIX 6: CVs of MAJOR PARTICIPANTS (Mandatory)

**Personal Data**

|  |  |
| --- | --- |
| **Name** |  |
| **Current institution/affiliation** |  |
| **Current position** |  |
| ***Optional:* Identifiers/ORCID** |  |

**Project Relevant Career Steps / Activities / Expertise**

* …
* …
* …

**List of relevant systematic review publications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **Reference (Including Full Title)** | **Registration Number** | **Reference for Published Protocol** | **Role in the Project** |
|  | *Please reference the review publication here.* | *e.g. PROSPERO* | *Please reference the review protocol publication here.* | *e.g. Content Expert/Review Author, Biostatistician, Data Search Expert…* |

**List of other relevant publications showing expertise for the suggested project**

|  |  |  |
| --- | --- | --- |
| **Year** | **Reference (Including Full Title)** | **Role in the Project** |
|  |  |  |