**Islamic Republic of Iran**

**Ministry of Health and Medical Education**

**Kermanshah University of Medical Sciences**

**Deputy of research and technology**

**Proposal form for systematic reviews and meta-analysis studies**

project title:

Presenter (s) (up to two people):

Location of Initial Design:

Offer Date:

Proposals with PROSPERO registration code Or Cochrane , Will be approved without delay and as soon as possible.

Registration code in PROSPERO   Or Cochrane :

**If the proposal is a student thesis, complete the following section:**

* Student's Name:
* -          student number:
* -          Year of University entrance:
* Student Degree:

-          Student Degree:

- Phone number:

-          Email Address:

**1)** **Summary of Proposed Plan:**

**1-1)project title:**

**1-2) Duration of the project:**

**1-3) Executor** (s) (up to two people) **:**

**1-4) Main contributors:**

**1-5) Project Implementing Organization:** Kermanshah University of Medical Sciences

**1-6) Project Location:**

**1-7) Research Project Summary (No References):**

**A) Problem and necessity of research (maximum of two paragraphs or 150 words):**

**B) Main purpose:**

**C) Outline of the method of execution (maximum of two paragraphs or 150 words):**

**D) The most important application of project results:**

**Summary of costs:**

|  |  |
| --- | --- |
| **Cost (Rials)** | **Cost type:**  |
|  | **Total personnel costs** |
|  | **Total specialized service costs** |
|  | **Total costs of non-consumables** |
|  | **Total costs of consumables** |
|  | **Total travel costs** |
|  | **Addition of other costs** |
|  | **total sum** |

 **2 ( Researcher Information: (If there is more than one person for each of them with numbers 1, 2, etc., please complete the specification.)**

* **2-1** **(** **Information about the executor /executors of the project** **:**

**Family name of host:**

-          **Address, Cell Phone, and Workplace:**

-          **Email:**

-          **Occupation:**

-          **Organization:**

* **Academic and Academic Degrees:(See Bachelor Degree in the table below).**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year of receipt** | **Country** | **University** | **Specialty** | **education degree** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**2-2** **(** **Profile of the** **original project partners** **:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Partner Signature** | **Type of cooperation** | **Job** | **Academic Rank** | **first name and last name**  | **Row** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**2-3) 5 most recent anchors / presenters: (Articles should be written in accordance with the Vancouver Reference Guide.)**

3) Research project information:

**3-1) Persian title :**

**3-2)English title:**

**3-3) Problem Statement   (   Importance of the subject, and purpose of the project):**

**The importance of the topic, the reason for this study, and the main purpose of the study**

**3-4)   Scientific Definition of Keywords (with citation):**

**3-5) Goals and Assumptions:**

**A-Goal / Main Goals:**

**B- Specific or Specific Purposes:**

**C- Assumptions   Or research questions:**

**D- Applicable Purposes:**

**4) Project Implementation:**

**4-1) Conformity with University Research Priorities:**

1. **Is the research project in line with the university's research priorities?**

 **Yes** 🞎 **No**🞎

B) If the answer is yes please state the priority number: ....................................

 4-2 ) Project Implementation Information:

**A: Designing a research question**

List the research question components as shown below

|  |  |  |  |
| --- | --- | --- | --- |
| **Consequences** | **Comparison Group:** | **Therapeutic intervention, exposure or diagnostic method** | **Study participants or population** |
| Identify the primary and secondary outcomes (including improvements, treatment of the disease or special circumstances desired, and other important issues) that should be considered for inclusion in the studies. | Identify therapeutic interventions or other methods that will be compared, including placebo, control, and so on  | Details of treatment or diagnostic procedure   Specify the dose, severity, and so on | Specify the target population or population that should be excluded, such as: age, gender, type or stage of the disease or other conditions, method of diagnosis, and other aspects  |

·        **Final designed question:**

**B) Inclusion criteria:**

**1.Type of studies that should be systematically reviewed:**

**2. Time period for entry of initial studies**

**C) Exclusion criteria**

**D) Search for resources**

1. Customize keywords in each domain according to the following table:

|  |  |  |  |
| --- | --- | --- | --- |
| **Consequences** | **Comparison group** | **Therapeutic intervention, exposure or diagnostic method** | **Study participants or population** |
|  |  |  |  |

1. Data bases:

2.        Search strategy in each database:

3.        Other methods used to retrieve related studies:

**E) Details of the selection of eligible articles (by whom and how are articles screened and selected?)**

**F) evaluation of the quality of articles**

1- Evaluation tool

2-      - The process of evaluating articles and resolving disagreement strategies

**G) Information Extraction Form**

Form specimen should be attached to the end of the proposal.

**H) data analysis (for quantitative analysis studies)**

1-      Statistical software used

2-      Statistical Method of Combining Early Studies:

3-      Heterogeneity Assessment Method:

4-      Publication Bias Assessment Method :

**4-8) Time required for project implementation (in months):**

4-9) Gantt Schedule: A step-by-step description of activities and a forecast of its implementation by month, respectively

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Row** | A description of each project implementation activity separately | Responsible people | Duration (month)  |  |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 1 | Search for studies |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 | Select related articles  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 | Evaluation of quality of studies  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 | excavating information  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 | Analysis of results  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 | Writing the final report or article  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**4-10) Sources and References** **:** **Based on Vancouver style**

**(References)**

**5) Costs:**

**5-1)** **personnel costs** **:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Total**  | **The right to work every hour**  | **Working hours of each activity**  | **Number of persons**  | **Type of Activity**  | **Row** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | **Total costs   Personnel (Rials)**  |

**5-2)** **specialized service** **fee** (the cost of professional services performed by other institutions.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Total**  | **Cost per time** | **The total number of times** | **Server Center** | **Subject of service** | **Row** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  | **Total specialized costs (Rials)** |

**5-3) Non-consumable equipment** costs **:** (Costs of equipment or non-consumables that must be purchased from within or outside the country of its validity).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Total price | Unit price | Number | Iran | Country | Company Name | device name |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Total Non-Consumable Costs (Rials) |

**5-4) Costs of Consumables:** (Costs of consumables or consumables that must be purchased from outside the country of validity of this design).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Total price  | Unit price | Number | Country | Company name  | Name of required items  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | Total Travel Costs (Rials) |

**5-5) Travel Cost : (if necessary)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Total cost  | The Seagull  | Vehicle  | Vehicle The purpose of travel  | Number of trips  | Destination |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | Total Travel Costs (Rials) |

**5-6)** **Other costs** **:**

|  |  |
| --- | --- |
| **Cost type**  | **Cost (Rials)**  |
| Costs of duplicating papers and questionnaires     |    |
| Unforeseen costs, inflation and ...  |    |
| Addition of other costs  |  |

**5-7) Total Costs:**

|  |  |
| --- | --- |
| **Cost (Rials)** | **Cost type:**  |
|  | Total personnel costs |
|  | Total specialized service costs |
|  | Total costs of non-consumables |
|  | Total costs of consumables |
|  | Total travel costs |
|  | Addition of other costs  |
|  | total sum |

**5-8) Have other organizations been asked for credit for the project?**

 **Yes ⬜ No ⬜**

* **If yes, name the organization and the result:**

**5-9) Financial credit from other sources: (amount and method of use)**

**5-10) Financing Credit Required:** **(Residual Costs Provided   It is requested.)**

**Signature of the presenter (s):                   Research Assistant Signature**

**(Please read Annex 3 in full before signing.)**

**Appendix 2- Reference Guide (Vancouver Method):**

1. In the case of foreign articles, they provide the following references:

Last name and first name of author (s). Title. The abbreviation of the journal according to the Index Medicos method , Year of publication, volume, pages. Example:

10- Rezaei M, Kazemnejad A, Mahmmodi M, Meshkani MR. Estimation of finite mixture distributions parameters in survival analysis. Jour of Ins. of Math. & Comp. Sci. (Math. Ser.), Kolkata, India, 2004, No. 1, P: 39-46.

2. In the case of Persian articles, the following references are presented:

First and last name of author (s). Title. Magazine Name, Year of Publication, Volume, Number of Pages. Example:

13- Rezaei Mansour, Kazemnejad Anoushirvan, Raisi Daryoush, Bardideh Abdolrasoul. Survival Analysis of Kidney Transplant Patients in Kermanshah (1380-80). Improvement in Scientific Research, Volume 7, Number 3 (18), Autumn 2003, pp: 27-21.

3. Foreign books can be referred to as sources in the following order:

Last name and first name of author (s). The name of the book. Issue No., Publisher Name, City of Publication, Year of Publication, Volume, Number of Pages. Example:

20- Altman DG. Practical statistics for medical research. 1st ed., Chapman & Hall, London, 1991, p: 63.

4- In the case of Persian books, the following can be done:

Last name and first name of author (s). The name of the book. Issue No., Publisher Name, City of Publication, Year of Publication, Volume, Number of Pages. Example:

23. Rezaei Mansour, Moradi Bahia. Overview of Research Methods in Medical Sciences. Kermanshah University of Medical Sciences, Kermanshah University of Medical Sciences, Kermanshah, 2004, first edition, pp. 216-214.

5. In some books different chapters are written by different authors and one person collects different chapters. In this case it is best to introduce the source in the following way:

Surname and first letter of author's name (s). Section title. Name of author of the book. Name of the book. Issue No., Publisher Name, City of Publication, Year of Publication, Volume, Pages. Example:

40- Simon G Thompson. Meta-analysis of clinical trials.in: Armitage P, Colton T. Encyclopedia of Biostatistics. 2nd ed., John Wiley & Sons, Toronto, 1998, vol. 4, P: 2570-2579.

**Appendix 4- Some points of the research regulations:**

**Please read the following before completing the proposal form:**

1-     In cases where the implementation of the project requires the cooperation of other organizations, the developer must obtain prior agreement with the relevant organizations.

2-    All projects approved by the University Research Council or the grantor organization will be executed on the basis of a contract concluded between the relevant research deputy and the executor of the project and will have the scientific, financial and administrative facilities of the Contracting Party. .

3-    The contractor is required to submit a progress report on the timeframes specified in the contract (quarterly).

4-        If conducting a research project at a stage of its progress, whether it has reached or does not achieve the final result, leads to the discovery, invention or study of the law, the contractor shall be required to notify the concerned organization in writing. The aforementioned rights arising out of the implementation of the research project shall be owned by the researcher, organization, or both.

5-    If the project proponent wishes to publish or present the results at home or abroad, it must first obtain the approval of the organization concerned. Obviously, it is necessary to mention the financial support and cooperation of the organization concerned in these publications.

6-    If the executor is discontinued at any stage of the project implementation, explaining the cause, the budget and the remaining equipment, it must return it to the concerned organization.

7-        Adherence to the principles of ethics in research must be established by the Ethics Committee in University Research   Approved