

# 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 a 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 to independently screen, extract, and appraise the literature
- A tie-breaker for when there is disagreement about whether a study meets the 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, and 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. Please see search timeline [here](#).