

Planning and Budgeting for Literature Searching

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Planning (part 1)

- what review will you do?
- the team you'll need;
- how to work with you IS; and
- scoping.

Budgeting and costs

- time – how long does literature searching in a systematic review take?;
- budgeting and costs: things to think about;

Planning (part 2) and reporting

- note taking for reporting.

Planning (part 1)

Planning and Budgeting for Literature Searching: What type of review will you do?

Type of Review	Characteristics	Timescale	Notes
Quick Scoping Review	Not Systematic – quick overview	1 week to 2 months	1 st step in planning a review
Mapping Review	Can be systematic	1 week to 2 months	1 st step in a full SR
Literature Review	Not Systematic – collates relevant studies and draws conclusions	1 week to 2 months	
Rapid Evidence Assessment (REA)	Systematic – quick overview and a synthesis of evidence	2 to 6 months	
Systematic Review (SR)	Systematic – broad range of existing research and a synthesis of the evidence	8 to 12 months (minimum)	
Review of Reviews (ROR)	Systematic – similar to an SR but only includes reviews of reviews	Often the quickest type of review	

Source: Grant MJ, Booth A (2009) a typology of reviews: an analysis of 14 review types and associated methodologies, *Health Information and Libraries Journals*, 26 (2) 91-108.

Planning and Budgeting for Literature Searching: The review team (a couple of examples)

A standard review	A larger project with a number of reviews : an example from HTA
Project Manager / First Reviewer	Project Director
Reviewer(s)	2 or 3 Reviewers
Information Specialist	Information Specialist
Topic Expert	Topic Experts
	Health Economist
	Statistician
	Administrator or Project Manager

Cochrane Group: an example from CCMD

Co-ordinating Editor

Managing Editor

Information Specialist (formally known as Trials Search Co-ordinator)

Systematic Reviewer

working with your IS

meeting 1

1. has this been done before?

- Prospero
- Cochrane
- Google/ T-Online

2. testing the evidence

- scoping by method/ topic and population
- citation chasing and find similar
- speak to people

3. how BIG or small is this idea?

- sample your scoping searches
- check CENTRAL
- MEDLINE = Embase
- other reviews (included studies)

- it is a unique study;
- it can be done;
- you'll have ideas about how it can be done;
- you'll know the approximate size of the task;
- you can formalise the team; and
- start writing the protocol.

it is time for meeting number 2

Budgeting and costs

What is your review going to cost?

Yield

Sample Medline search + Sample EMBASE search = Yield*

Time

i) Screening rates

Cochrane Handbook says 1000 studies reporting RCTs a day... figure 350 (for sanity)

ii) Pilot tasks

screen samples. Time yourself and test inclusion and exclusion criteria; and
test DE. Time yourself and discuss

Cost

based on the above, how many days will you need?

* This gives a rough account of yield since we anticipate duplication between MEDLINE & Embase. Forecasting the pre-de-duplication yield leaves time for supplementary searching. This is an approximate method and it has not been formally evaluated.

Planning and Budgeting for Literature So, how long does searching take?

Database searching	Contacting study authors	Citation chasing	Hand searching	Web searching
2 days to 3 weeks	From data request: 14 ± 22 days. Shortest for e-mail: 3 ± 3	46 studies = 79 hours 40 studies – 5 days	Range between 6 minutes and 1 hour per journal	Google searching 7.9 hours Targeted web-searching 9-11 hours

Data taken from and summarised in:
Cooper, C., et al. (2017). "A comparison of results of empirical studies of supplementary search techniques and recommendations in review methodology handbooks: a methodological review."
BMC Systematic Reviews **6**(1): 234.



<https://commons.wikimedia.org/wiki/File:Alice-white-rabbit.jpg>

in terms of time:

- time to run the searches, retrieve papers, data extract and conduct the synthesis;
- shared roles;
- time to come to the meetings (this is important); and
- cost for contingency time.

role and responsibilities:

- whom will do what and when and experience of the team; and
- Co-applicant/ Co-Investigator.

resources

- access to databases – for some topics, you may need to buy access;
- access to a bibliographic management tool (though some are free!) or a review tool; and
- office costs, costs of meetings, costs of technology, cost of server space..

document supply and access to full-texts

- include monies to buy full-text access for journals you cannot access. As a guide; Clinical SRs £300; Full SRs £800-1200; Complex SRs £1500-£2500 (very extreme). **Beware pre-publication texts.**
- costs of translations

travel costs/ meeting costs

- travel to meetings, review groups or to see experts + meeting costs: cost this.

dissemination (see also OA)

- conference costs/ travel and subsistence.

Open Access (OA)

- prices vary and are negotiable. Certain funding bodies have policies on OA publication. Others provide money within their funding for this (thus don't cost). We budget £2500 per article.

expert(S)/ project reference group

- will their time be covered?;
- travel costs;
- meeting costs (i.e. lunch); and
- PPI? - it could be mandatory.

FEC (full economic costing)

For FEC's sake...

and don't forget Admin costs!

Planning (part 2) and reporting

Planning and Budgeting for Literature Searching: Planning (part 2)

database: MEDLINE

host: OVID

data parameters: 1948 to July Week 3 2011

date searched: Tuesday, August 2nd 2011

Searcher: Chris PRESS Checked by: Sarah

hits: 1581

search strategy:

1. Arsen*.ti,ab.
2. Arsenic/
3. Arsenic Poisoning/
4. 1 or 2 or 3
5. (water or groundwater).ti,ab.
6. 4 and 5
7. limit 6 to english language

notes: N/A

file name: medline1581.txt

Databases

MEDLINE n=1581

Embase n=2345

CENTRAL n=989

Total n=4915

- Duplicates n=899 To screen = 4016

Supplementary

ClinicalTrials.Gov n=151

ICTRP n=234

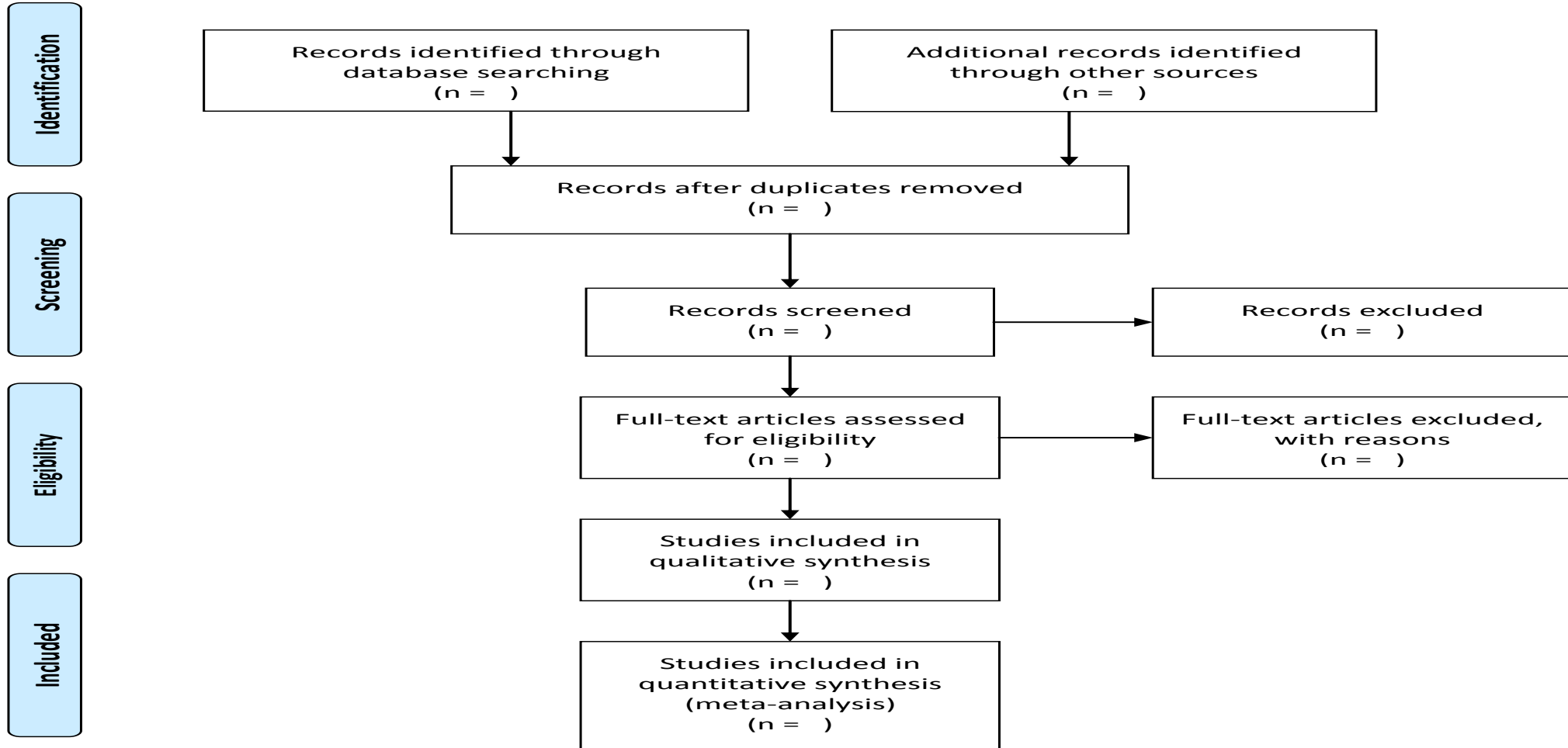
Citation chasing n=98 Handsearching n=99

Total n=582

- Duplicates n=345 To screen = 237



PRISMA 2009 Flow Diagram



Planning

what review will you do?;
your team: the importance of meetings;
finding and looking after your IS.

Scoping

is key and it takes time;
meet as often as you can at this scoping stage; and
KEEP NOTES.

Budgeting and Costs

Check the bullet points in this list.

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