



SYSTEMATIC REVIEWS GENERAL GUIDELINES FOR THE LEAD REVIEWER/AUTHOR

The lead author/reviewer should:

- Manage the project and coordinate the work of the review team
- Be experienced with and/or familiarize themselves thoroughly with systematic review methodologies
- Clearly communicate roles and responsibilities of the review team, which involves detailed planning of review conduct through each stage of the review process (this is especially important in the initial stages of review & protocol development)
- Make the initial contact to potential advisory group members, keeping other review authors fully informed, and provide relevant information to them about the review (title, authors, scope)¹
- Be responsible for liaising with the advisory group to establish a communication strategy that is acceptable to all²³
- Work closely with the appointed EBF Research Officer to ensure that essential project management data are collected, and facilitate timely publication of the Protocol and Final review

Where the lead author is not a CIFOR staff member or does not have authority over expenditure of CIFOR funds (e.g., under a Letter of Agreement), a CIFOR staff member associated with the review team should manage the budget in consultation with the lead author. In such cases, the lead reviewer nevertheless retains responsibility for the above tasks.

Please note that, conventionally, review team authors are not paid for their work. Funds are normally used for purposes such as hiring research assistants, funding workshops, and other operational costs.

¹ It is important to establish roles and responsibilities of the review group & advisory group, and to distinguish clearly between them so that all are clear about their role. The main purpose of the advisory group is to give content-related support in contrast with the technical or writing responsibilities of the author group.

² References consulted include: **Collaboration for Environmental Evidence**. 2013. *Guidelines for Systematic Review and Evidence Synthesis in Environmental Management*. Version 4.2.

³ **Cochrane Public Health Group**: Review Advisory Group guidance. See http://ph.cochrane.org/sites/ph.cochrane.org/files/uploads/advisory%20group%20guidance_final.doc And the **Campbell Collaboration** Advisory Group Guidance document: http://www.campbellcollaboration.org/artman2/uploads/1/IDCG_Advisory_Group_Guidance_final.pdf