Covidence Planning Worksheet

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For more information about using Covidence at U-M, please visit: https://guides.lib.umich.edu/sysreviews/covidence

Use this worksheet to help your team prepare your Covidence review project site. It includes selected settings and other elements that you will need to decide on before beginning your review. Not all settings fields are represented here, only those that are required or may need project- or team-specific consideration.

Who is doing what?

Task	Team Member(s)
Project site management (overall)	
Search strategies	
Citation upload	
Title/Abstract review	
Full text identification & upload	
Full text review	
Data extraction form creation	
Data extraction	
Data export	

Project Elements

Settings Tab	Document Your Decisions Here:	Options & Notes
Review Settings		
Project Name		Something short; not the full review title
Review Design		Help: Meeting the review family

Number of reviewers required for screen/full text review		1 or 2 (2 is the norm for SRs)
Data extraction		Data extraction 1 or Data extraction 2. Which one to choose?
Reviewers		
Team Members + emails		non-U-M users are ok to invite
Team Settings		
Title/Abstract: ● All studies must be screened by: ● Conflicts can be resolved by:		Anyone, or selected reviewers
Full Text: ● All studies must be screened by: ● Conflicts can be resolved by:		Anyone, or selected reviewers
Extraction: ● All studies must be screened by: ● Conflicts can be resolved by:		Anyone, or selected reviewers
Eligibility criteria		
PICOS-other, different framework		Should be in protocol
Highlights		Key terms to highlight in green (include) or red (exclude)
Full text exclusion reasons		Required for exclusion, will appear in dropdown. Important to prioritize reasons.
Study Tags		
Manage study tags		Some special system tags, such as Ongoing

		study and Awaiting classification, cannot be deleted
Data Extraction Forms		
Covidence Data Extraction Playlist		Think about data extraction early and often! Test forms!
Data Extraction 1 vs Data Extraction 2 (see above in Review Settings)		
Extraction 1		
Extraction 2		
Exporting Data		
Export type		Consider use: import into meta-analysis software, deposit to data repository, etc