

- 1) **Date of request?**
- 2) **Name, role and organization of requester?**
- 3) **What is the question you need answered?** Please provide as much detail as possible.
- 4) **What type of evidence product do you need?** Note that answering the next four questions will help us match your needs with the type of evidence product we can prepare. As an alternative to responding to these questions, you can review the available product types on the next page and type in your selection here.
  - a. **How much effort – measured in the number of hours or days of a very large team of highly experienced staff devoting themselves exclusively to the task – do you think should go into this question to make the most of COVID-END’s available budget for evidence syntheses in 2021?**
    - 4 hours
    - 1 day
    - 2 days
    - 3 days
    - 5 days
    - 10 days
  - b. **Do you want ‘best evidence’ or both ‘best evidence’ and a jurisdictional scan (for guidance and practices)?**
  - c. **For ‘best evidence’ do you want a profile of existing evidence syntheses (and single studies when they’re lacking) or a rapid synthesis of studies that provides more definitive statements about what is known?**
  - d. **For the jurisdictional scan, what Canadian provinces and territories and/or what other countries are most important to you and why?**
- 5) **Have you asked (or are you aware of anyone else who has asked) another group to address aspects of the same topic?**
- 6) **When will you be making a decision (or by when will you need the evidence synthesis)?**
- 7) **Will you periodically re-visit the decision because the science and/or realities on the ground are moving fast and, if so, with what likely frequency will you re-visit the decision?** Note that answering this question will help us determine whether to plan for a ‘living’ evidence synthesis that we update periodically.
  - No plan to re-visit the decision
  - Two weeks
  - Monthly
  - Every two months
  - Every three months
- 8) **What is the ‘level’ of decision-maker from which the question has come and where a decision will be made or where discussion will take place that will inform a decision?** Note that answering this question will help us determine the priority that we can give to the question.
- 9) **What is the name and email address and telephone number of the person best positioned to participate in a ‘scoping’ call to understand the request (and to confirm details that will help us determine the priority we can give to the question)?**
- 10) **Is there any other relevant context for the question, including any expectations for the synthesis?**
- 11) **Can you share any relevant documents or frameworks related to the question?**

## Background

COVID-END in Canada has sufficient funding from CIHR to prepare 25-77 rapid evidence profiles (depending on whether they are completed in 4 hours or 1-3 days) and 13-22 rapid syntheses (depending on the number of days available and the complexity of the question) before the conclusion of the grant on 30 November 2021. The initial version of a living evidence profile or living evidence synthesis can be prepared at comparable cost to a one-off profile or synthesis but the updating costs are lower.

Product type	Best evidence	Jurisdictional scan
Rapid evidence profile – 4 hours	Profile of existing evidence syntheses	1-2 provinces and 1-2 countries
Rapid evidence profile – 1 day	Same but with more decision-relevant information extracted and quality rating of evidence syntheses	3-4 provinces and 3-4 countries
Rapid evidence profile – 2 days	Same but with even more decision-relevant information extracted	5-6 provinces and 5-6 countries
Rapid evidence profile – 3 days	Same plus profile of singles studies	All Canadian jurisdictions and up to 10 countries
Rapid review - Scoping	Inventory of syntheses and single studies	No
Rapid review – Overview	Overview of syntheses with quality ratings	No
Rapid review - Synthesis	Synthesis of single studies with risk-of-bias assessment	No

Examples of rapid evidence profiles can be found [here](#), and examples of rapid reviews can be found [here](#).

COVID-END in Canada uses the following criteria to ensure it prioritizes requests where it can add the most value:

- 1) question of interest to and the synthesis likely to be explicitly considered by high-level decision-makers in multiple Canadian jurisdictions, which can be operationalized through processes such as (but not limited to):
  - a. question was submitted by an advisory committee comprised of high-level decision-makers from across the country (e.g., COVID-19 Strategic Advisory Committee, which is comprised of FPT chief medical officers of health),
  - b. question was submitted by an assistant deputy minister from one province after conferring with peers in two neighbouring provinces,
  - c. question has been identified with the input of diverse Canadian citizens and/or has the potential to equitably improve health (and wellbeing) outcomes and service experiences for Canadian citizens;
- 2) question hasn't already been addressed by a recently updated, high-quality evidence synthesis (e.g., living evidence syntheses about vaccines and drugs) or won't be addressed soon by work underway (e.g., rapid synthesis underway with a Canadian team, commitment from a Canadian entity, registered synthesis protocol or CIHR funding to conduct a synthesis), which the secretariat confirms by searching both the COVID-END domestic inventory and the COVID-END global inventory and contacting 40+ Canadian evidence-synthesis teams;
- 3) question can be completed in the timeline requested given the complexity of the question and given work already underway to address previously asked questions; and
- 4) question can be prioritized at this time given the status of spending against the bi-monthly targets set to ensure that spending is roughly balanced over the one-year funding period (December 2020 to November 2021).

We regret that we cannot prioritize questions coming from students and researchers or from providers who are not acting on behalf of an established group with an explicit role in advising or making high-level decisions in Canadian jurisdictions.