**APPENDIX F**

**Post-consultation(s) email template**

Hi NAME,

It was great meeting with you yesterday and learning more about your research! I’ve attached the following documents for review:

* Steps in the systematic review process
* PRISMA-P checklist to create the protocol
  + See Galter’s [Protocol Development](https://galter.northwestern.edu/galterguides?url=https%3A%2F%2Flibguides.galter.northwestern.edu%2Fc.php%3Fg%3D517817%26p%3D6892395) guide for more tools
* PRISMA-P 2015:elaboration and explanation
* PRISMA 2009 checklist for writing up your systematic review
* Memorandum of Understanding

To recap our conversation, we will generate a list of candidate terms consisting of keywords/“natural language” words and MeSH terms for the following concepts:

* Concept A –
* Concept B –
* Concept C –
* Concept D –

Please note these concepts may change based on information provided in the protocol.

We will search the following databases:

* MEDLINE (Ovid)
* Cochrane Library (Wiley)
* Scopus (Elsevier)
* CINAHL Plus with Full Text (Ebsco)
* PsycInfo (Ebsco)
* Clinicaltrials.gov (results sent as a URL)

Online resources covered in the meeting:

* Galter’s [Reporting Research and Evaluating Studies](https://galter.northwestern.edu/galterguides?url=https%3A%2F%2Flibguides.galter.northwestern.edu%2Fc.php%3Fg%3D853725) guide for links to risk of bias checklists
* Rayyan -  <https://rayyan.qcri.org/welcome> (screening tool)
* Covidence - <https://www.covidence.org/> (screening tool)
* PROSPERO - <https://www.crd.york.ac.uk/prospero/> (where you will register your protocol)

Action Items:

* Team: Sign and return the MOU
* Team: Draft the protocol (I will provide information for items 9 and 10)
* Librarian: Look for existing systematic reviews in Cochrane, Prospero, Medline
* Librarian: Compile a list of MeSH terms and keywords for each concept (to be finalized upon reviewing the protocol)
* Librarian: Draft a write up of the search strategy for the protocol

Please let me know if you have any questions.

Thanks!

LIBRARIAN NAME