

Policy for SGS Systematic Review Group Life Cycle

Initial membership

- Membership application includes the following:
 - Contact of SRG chairperson (SGS Research Committee Chair) with inclusion of CV, statement explaining interest in SRG, and attestation to a 5-year commitment to the SRG, including regular in-person meeting attendance
 - Verification of SGS associate membership or full SGS membership
 - Commitment to participate in next in-person meeting (ideally at SGS annual meeting)
- Membership starts at first in-person Scientific Meeting (SGS or AUGS) that can attend
- Minimum 5-year commitment from that meeting onward
 - Expectation is that member will attend in person or by phone 80% (8/10) of bi-annual in-person meetings
- If first in-person meeting at SGS Annual Meeting (preferred):
 - Member joins newly developed review group at that meeting
- If first in-person meeting at AUGS Annual Meeting:
 - Sit in on meetings of ongoing reviews to learn about process and how data is synthesized to form conclusions/CPGs

SRG membership cycle

- Serve as group member in 2 reviews in first 2-3 years of membership
 - If group leader reports to SRG chair consistent lack of effort or non-compliance with deadlines, the chairperson will suggest that this group member rotate off SRG membership
 - Lack of effort that does not meet criteria for suggestion to leave SRG (some effort but occasional missed deadlines, less quality work) will result in group leader decreasing member's order of authorship as they see fit in discussion with SRG chairperson
- After serve as member of 2 or more groups, serve as "skeleton crew" member
 - Stays on review past SGS annual in-person meeting (data collection should be well completed by 1 year after review launch and conclusions/CPGs drafted)
 - Serve until project is published or group leader excuses
 - If group leader reports to SRG chair consistent lack of effort or non-compliance with deadlines, the SRG chair will recommend to the group leader that the member be moved down in author order (or be removed from authorship if consistent lack of effort merits this) and the SRG chairperson will ask that member cease active SRG participation until the next annual SGS meeting and start of new study
- After successful "skeleton crew" membership or 3 reviews as group member, suggest bringing proposal for study idea to SGS the year following
 - This proposal will be expected 12 months following the presentation of the review on which member was a skeleton crew member (24 months after launch of review on which they were skeleton crew member)
 - Proposal should include background, preliminary literature search to see if review done prior and, if so, how it was performed, and a rough idea of the number of

- studies that might be included. Prepare a suggested draft of the PICOS and a timeline.
 - If idea considered appropriate and approved by SRG group, will move forward as study leader.
 - If idea not considered appropriate or adequately formed at SGS in-person meeting, will enter another newly formed SRG group as a member with intention to propose another/improved study idea the next SGS meeting.
- Leadership of SRG review timeline
 - Recommended time frame of 12 months from study launch to when data is synthesized, conclusions are formed, and clinical practice guidelines are drafted to present to the SRG in-person meeting.
 - Present at SGS Annual Scientific meeting assembly on project results 12 months after review launch
 - Lead skeleton crew to draft manuscript and publish primary/secondary reviews in 6-12 months following the SGS meeting at which the data is presented to the assembly
 - All publications to be submitted by 18 months following study launch
 - Possible time limit extension in time if data search is renewed/ updated
 - Secondary publications may take up to 24 months after study launch if large amount of data synthesis or a new secondary publication proposed by group leader/member and approved by the SRG
- Following successful leadership of SRG review
 - Serve as mentor to a first-time project leader in year following publication of review on which you were a leader
 - Ideally, project on which you serve as mentor starts 24 months after launch of review on which you were a leader
- Following review on which serve as mentor move toward “alumni” status
 - Do not serve as skeleton crew member (opportunity goes to other group members) unless no other feasible or available members for skeleton crew
 - Rotate off SRG active service (12 months following launch of study on which served as mentor)
 - Are still welcome to attend in-person SRG meetings as advisor or member emeritus

General guidelines for SRG member cycle

- Group leaders should have served on a MINIMUM of 3 reviews, two or more as group member and ideally one as “skeleton crew” member
- Members that have been on a total of 3 reviews (without skeleton crew membership) will be strongly encouraged to serve as skeleton crew for their fourth review or will be recommended to consider rotating off SRG membership, making room for new members
- Members that have served on 1 or more skeleton crews without developing an approved proposal for a new review that they lead will be asked to rotate off SRG membership by the SRG chairperson
- If group leader, all publications should be submitted 18 months from study launch

- If failure to do this, SRG chairperson has authority to review and recommend ascension of another group member to leader and first author to get to publication
 - Secondary publications can declare another group member as leader in advance if group leader desires
- Consistent lack of effort or failure to meet deadlines in any stage or position of SRG membership will be brought to attention of SRG chairperson by group leader (if member in question is not a group leader) and by the group members under the group leader (if the group leader is one demonstrating inappropriate level of effort)
 - SRG chairperson, with input from the Research Committee of SGS, will discuss with the member and interested parties of the relevant group
 - SRG chairperson will propose a correction plan for work to be done and in what timeframe
 - If corrective action is not taken by time frame specified, the SRG chairperson will ask the SRG member showing inadequate effort to rotate off of the SRG

Prior to any revisions to this policy, discussion and approval is required by the SGS Research Committee Chair.