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Planning checklist for data extraction

We have created a planning checklist based on the PRISMA checklist items. [PRISMA](http://www.prisma-statement.org/) (Preferred Reporting Items for Systematic Reviews and Meta-Analyses) is an evidence-based minimum set of items for reporting in systematic reviews and meta-analyses. It consists of a 27-item checklist and a flow diagram. Using the [PRISMA checklist](http://www.prisma-statement.org/documents/PRISMA_2020_checklist.pdf) helps maintain a high standard of transparency and rigour for your review.

In the checklist below, we have only included the PRISMA items 9-12 as they relate to data extraction. If you complete this checklist before you begin data extraction it will allow you to think about the methods you intend to use. Going through these items in advance will help make sure your template is comprehensive and will also assist when preparing a manuscript, if that is the intention of your review team.

During data extraction, if your methods change you can update this checklist to reflect this. Keeping a log of when and why your methods have changed will allow you to document a transparent and reproducible process.

*Items 1 to 8 and 13 to 27 are skipped in this document but will need to be completed in the final* [*PRISMA checklist*](http://www.prisma-statement.org/documents/PRISMA_2020_checklist.pdf)*.*

## Data collection process

| **Item #** | **PRISMA checklist item** | **In more detail** | **Comments** |
| --- | --- | --- | --- |
| 9 | Specify the methods used to collect data from reports, including how many reviewers collected data from each report, whether they worked independently, any processes for obtaining or confirming data from study investigators, and if applicable, details of automation tools used in the process. | Which tool(s) will you use? |  |
| Who will be involved in extracting? |  |
| What’s the process for contacting authors? |  |
| How often will you discuss progress and raise questions as a team? |  |

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## Data items

| **Item #** | **PRISMA checklist item** | **In more detail** | **Comments** |
| --- | --- | --- | --- |
| 10a | List and define all outcomes for which data were sought. Specify whether all results that were compatible with each outcome domain in each study were sought (e.g. for all measures, time points, analyses), and if not, the methods used to decide which results to collect. | Which outcomes, timepoints and measures do you intend to collect? |  |
| 10b | List and define all other variables for which data were sought (e.g. participant and intervention characteristics, funding sources). Describe any assumptions made about any missing or unclear information. | What data items will you collect? |  |
| What should the structure of the extraction form (often called a template) be? |  |
| What are the processes for handling and reporting missing or unclear data? |  |
|  |  | What are the processes for handling a study which doesn’t neatly fit into a form? |  |

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## Study risk of bias assessment

| **Item #** | **PRISMA checklist item** | **In more detail** | **Comments** |
| --- | --- | --- | --- |
| 11 | Specify the methods used to assess risk of bias in the included studies, including details of the tool(s) used, how many reviewers assessed each study and whether they worked independently, and if applicable, details of automation tools used in the process. | Which tool(s) will be used? |  |
| Who will be involved in assessing the risk of bias? |  |

## Effect measures

| **Item #** | **PRISMA checklist item** | **In more detail** | **Comments** |
| --- | --- | --- | --- |
| 12 | Specify for each outcome the effect measure(s) (e.g. risk ratio, mean difference) used in the synthesis or presentation of results. | Which effect measures will be collected and/or calculated? |  |