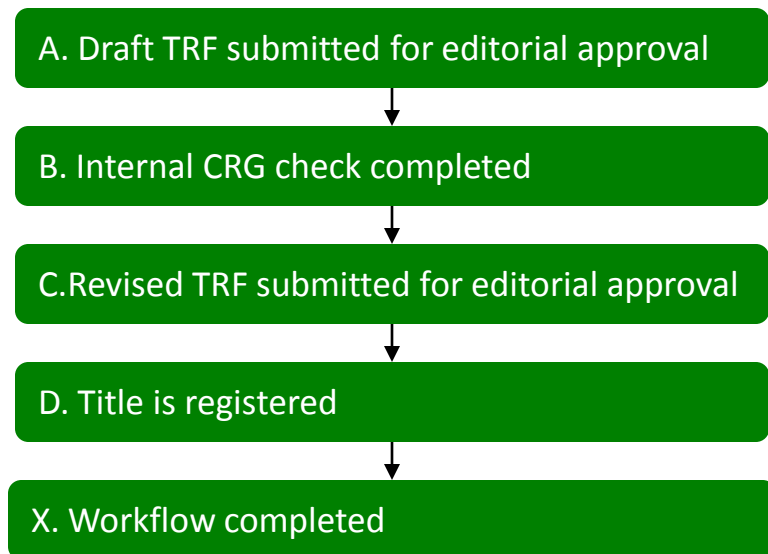


Title Registration

Template version: 1.4

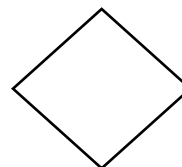
Milestones



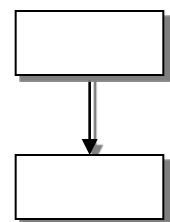
Legend



Standard task assigned to an individual



Decision task



Tasks involving group roles (such as Referee). When workflow is running, there will be a set of tasks for each person with the role.

Role colour coding



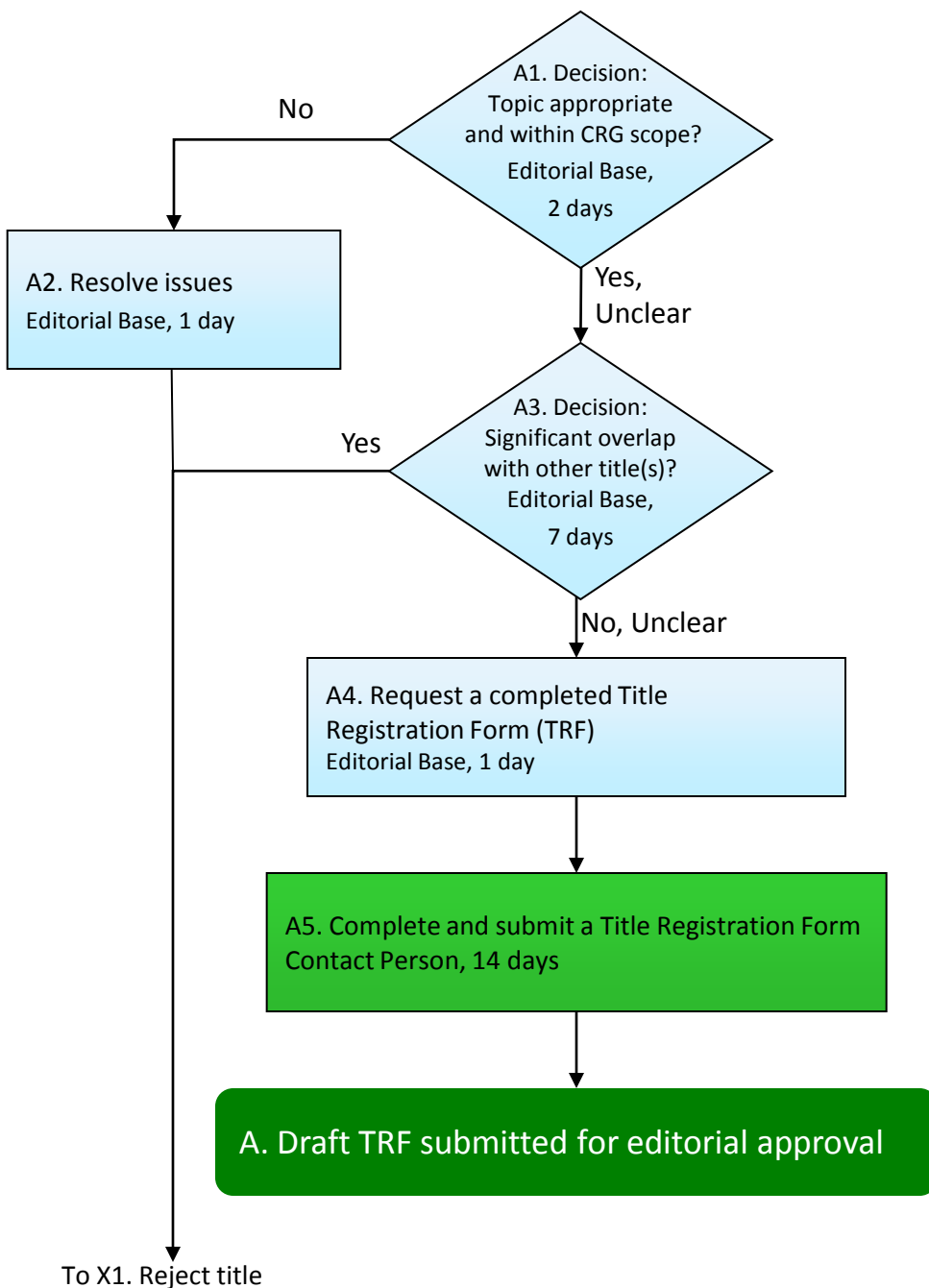
Editorial Base, Trials Search Coordinator



Contact Editor, CRG Advisor, Sign-off Editor



Contact Person



A. Draft TRF submitted for editorial approval

#	Description
A1	Make a preliminary decision about whether the proposed topic is appropriate for a Cochrane review and falls within the scope of the CRG.
A2	Insert workflow tasks as required or take direct action to resolve issues.
A3	Make a preliminary decision about whether the proposed title overlaps significantly with any existing titles, protocols, or full reviews in your CRG or another CRG.
A4	Ask the Contact Person to complete and submit a Title Registration Form (TRF) within 14 days. Request clarification of the scope, suggest changes to the scope, or make other recommendations or requests, as appropriate.
A5	Complete a Title Registration Form and submit this to the Review Group's editorial office by the date requested.

B. Internal CRG check completed

A. Draft TRF submitted for editorial approval

No

B1. Decision:
TRF clear and complete?
Editorial Base,
3 days

B2. Resolve issues
Editorial Base, 1 day

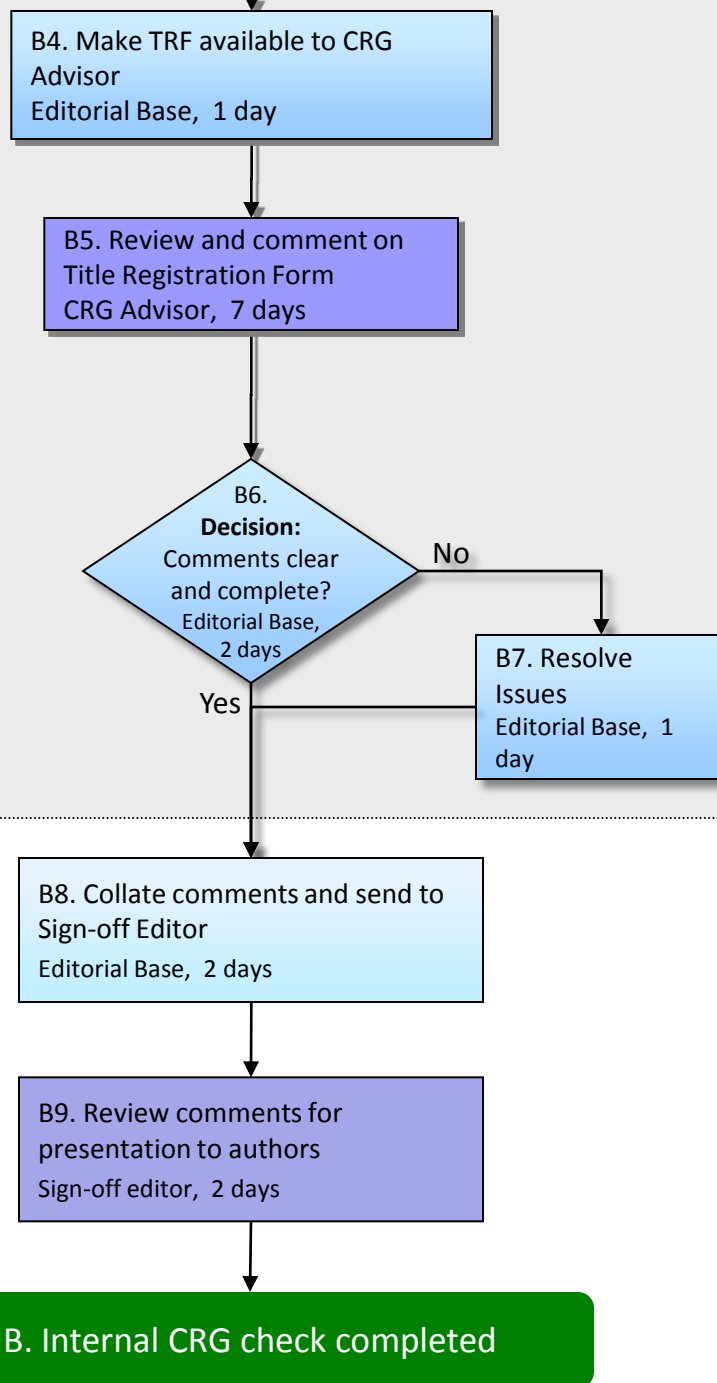
Yes

B3. Identify CRG Advisors
Editorial Base, 1 day

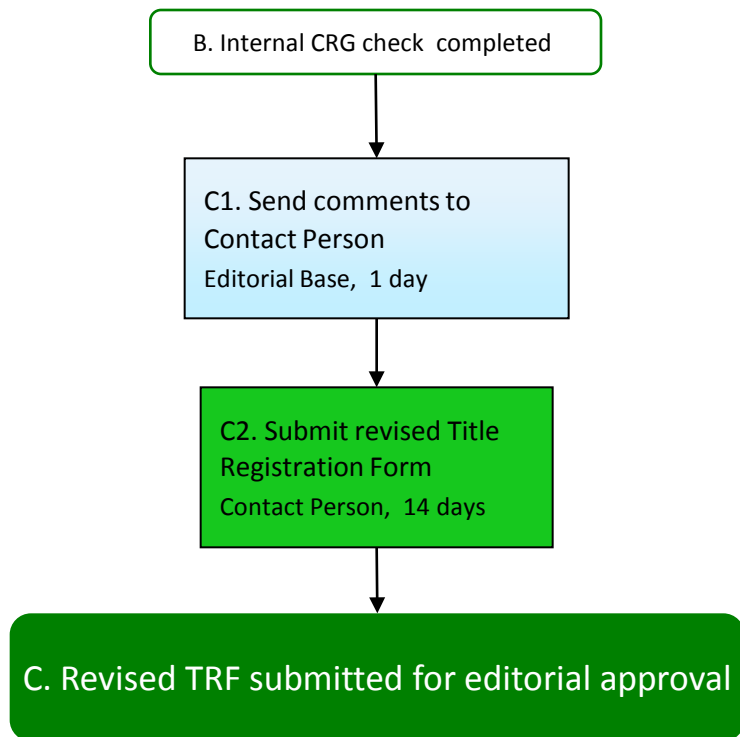
**Internal CRG check
subflow:
B4 to B7
10 days (next page)**

#	Description
B1	Determine whether the TRF provides clear and complete information, or if further clarification is required from the Contact Person.
B2	Insert workflow tasks as required or take direct action to resolve issues.
B3	Identify the people who need to be consulted about the proposed title and assign them the Workflow Role 'CRG Advisor'.

Internal CRG check subflow (part of B.)



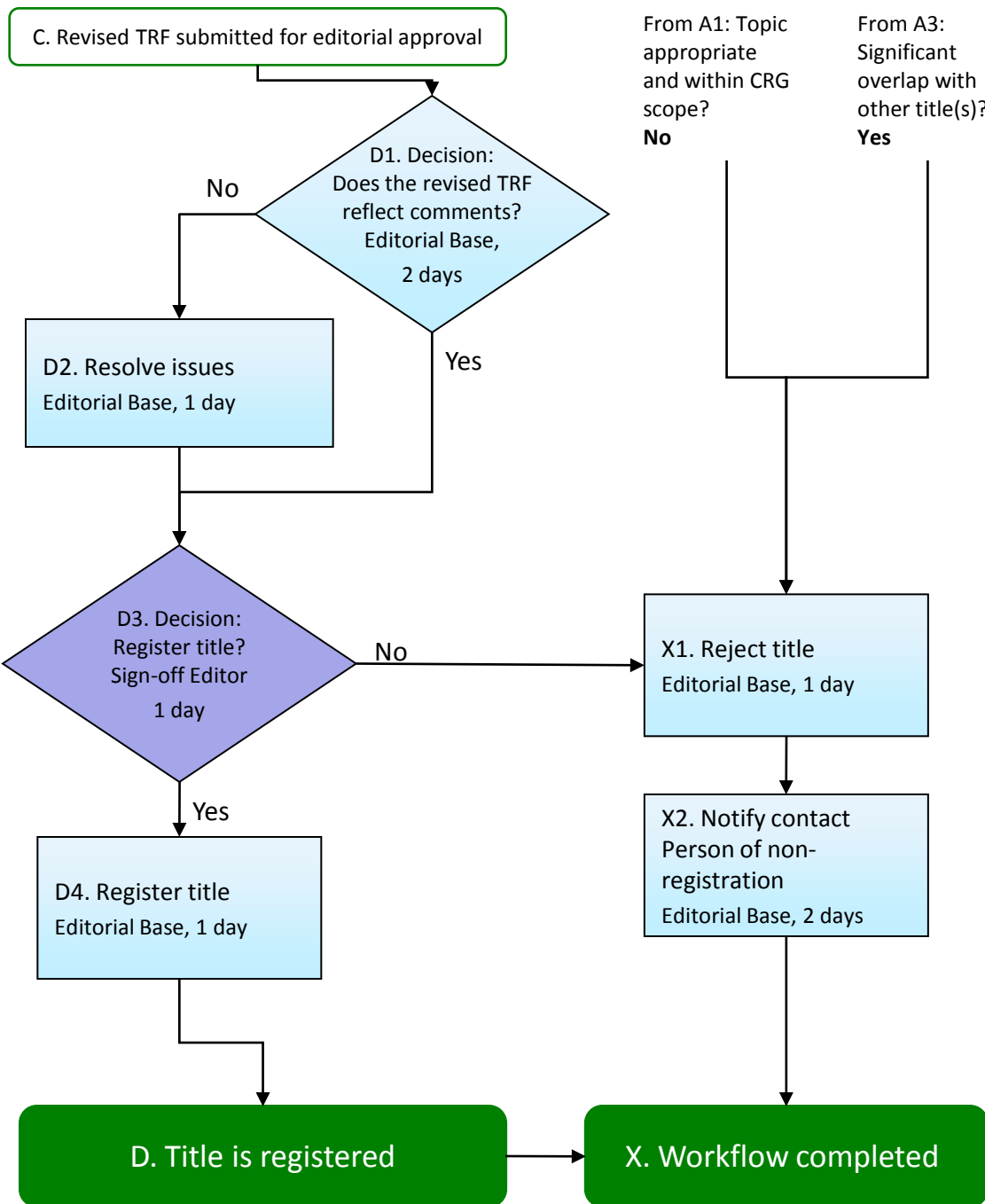
#	Description
B4	Make the TRF available to the CRG Advisor and specify the date by which comments should be returned to the CRG office.
B5	Review the Title Registration Form, prepare comments, and submit these to the Review Group's editorial office by the date requested.
B6	Determine whether the CRG Advisors' comments are clear and complete, or require clarification or expansion.
B7	Insert workflow tasks as required or take direct action to resolve issues.
B8	Collate comments from all CRG Advisors for presentation to the authors in accordance with CRG policy, and send to the Sign-off Editor for review and further processing.
B9	Review the CRG Advisors' comments and edit and/or supplement as needed for presentation to the authors. Confer with CRG Advisors as needed to resolve any significant disagreements.



C. Revised TRF submitted for editorial approval

#	Description
C1	Send the CRG Advisors' comments to the Contact Person, and ask the Contact Person to prepare and submit a revised TRF within 14 days.
C2	Revise the Title Registration Form in response to the comments received, and send the revised version to the Review Group's editorial office by the date requested.

D. Title is registered



#	Description
D1	Determine whether the revised TRF responds adequately to the CRG Advisors' comments. Confer with Sign-off Editor and/or others, as needed.
D2	Insert workflow tasks as required or take direct action to resolve issues.
D3	Decide whether to register the proposed title.
D4	Change the Stage of the Vacant Title to Registered Title, and assign remaining Document Roles (as available). You may also assign Topics at this point, if this is CRG policy. If you have not done so already, upload the final TRF to Archie.
X1	Change the Status of the Vacant Title to Inactive , and record the reasons for rejecting the title as an Administrative Note in the title's Properties.
X2	Notify the Contact Person that the proposed title will not be registered, and explain the reasons for the decision. If you have referred the title to another CRG, provide contact details for the new CRG.