New JBIC Entity Orientation

Welcome to the Collaboration!

Below you will find information that will help you navigate the administrative setup of your new JBI Affiliated Group and the support and resources available to your Group, including forms, processes, and frequently asked questions from new Affiliated Groups.

For information regarding Affiliated Group Entity Terms of Agreement (including Key Performance Requirements) or the JBI Activity Matrix please refer to the JBI Collaboration Handbook.

There are a plethora of resources throughout this hub that will also assist you as you begin your JBI activities, including a JBI EBP Tools and Resources Directory, Introduction to JBI Handbook and PowerPoint.

For any further queries please contact the JBI Global Engagement Office at jbic@adelaide.edu.au

Establishing an Affiliated Group

Entity Legal Agreement

Following the acceptance of an Affiliated Group application, approved Groups are required to sign a JBI Collaborating Entity Legal Agreement which holds a 5-year term and has an Effective Start Date of 1 January. This is to align with JBI’s calendar year annual review period for collaboration activities.

Entities that are approved by 30 June have the option to backdate their Agreement to 1 January preceding their application. All Applications approved from 1 July onward will have an Effective Start Date of 1 January the year following their Agreement Signing Date.

Entities will still be entitled to receive JBI special user access to tools and resources for Core Staff following the signing of their Agreement, however JBI activities will not be tracked until after the Effective Start Date.

The Collaborating Entity Legal Agreement will be emailed to the Group Convenor by the Global Engagement Office and should be executed (signed) by the relevant authority within the Entity Host Institution (i.e. University or Hospital). If variations are required, this request should be made via email to jbic@adelaide.edu.au.

New Entity Administration

For detailed procedures on the administrative set up of your Affiliated Group please refer to the JBI Collaborating Entity Staff Administration Policy. Below is an overview of the required steps.

JBI/ JBIC Mailserves

JBI Evidence Synthesis & JBI Evidence Implementation

The JBI Evidence Synthesis is a refereed, online journal that publishes systematic review protocols and systematic reviews of health care research following the JBI methodology.

The JBI Evidence Implementation publishes implementation case studies that present the findings of projects that seek to implement the best available evidence into practice.
The Group Convenor will be added to the JBIC Affiliated Group email list and relevant JBIC Regional Group email list (i.e. Africa, Asia etc.) to receive all JBI/JBIC correspondence including a monthly newsletter, JBI Buzz. Any other queries relating to the Collaboration can be sent to the Global Engagement Office email: jbic@adelaide.edu.au

Setting up access to JBI resources

Collaborating Entities may nominate up to a maximum of 10 (ten) Core staff to receive Special User Access to JBI Tools and Resources via the JBI ConNECT+ platform.

To set up access for new Core Staff, the Convenor is required to complete the Collaborating Entity Staff Register form and email to the Global Engagement Office for processing at jbic@adelaide.edu.au.

Group Webpage

Your Group will be allocated an independent web page with a unique URL on the Joanna Briggs Institute website (http://joannabriggs.org/JBIC.html). Login details will be emailed to the Group Convenor following the signing of the Collaborating Entity Legal Agreement. It is the responsibility of each Entity to ensure that their web page is up to date.

Meetings

The JBIC Committee of Directors (CoD) meet twice per year, once online (around April) and once face-to-face (Oct-Nov), alternating biennially between the Adelaide, Australia business meeting and the location of the biennial JBI Colloquium. Centre of Excellence Directors or their nominated proxy are encouraged to attend all CoD meetings and biennial Colloquia in full. Affiliated Groups are invited to attend all Committee of Directors meetings as Observers, including the face-to-face meeting. For more information please refer to the JBI Collaboration Handbook.

For upcoming dates please see the Key Dates & Events Calendar on this hub.

Conducting JBI Systematic Reviews or completing an JBI Evidence Implementation Project (Audit) and subsequently a JBI Implementation Case Study for publication in the JBI Evidence Synthesis and/or the JBI Evidence Implementation form the core requirements of becoming a JBI Collaborating Entity.

All systematic review protocols and full reviews are to be submitted online via the JBISRIR Editorial Manager. Prior to submission authors must refer to the JBISRIR Author Guidelines.

Peer Reviewers

Convenors should advise the Global Engagement Office of those Core/Adjunct Staff members that have both completed JBI CSRTP and are confident/capable of conducting Peer Review of a Systematic Review or Implementation Case Study. The GEO Administration Officer will enter those staff members into the JBI Evidence Synthesis submission database, Editorial Manager, as a Peer Reviewer and this will automatically generate an email with their login details. Each staff member needs to complete the registration process by logging into Editorial Manager via the link in their individual email and update their personal information. Your Group would be eligible to accrue points for any Peer Review conducted by Group staff. For further information on this JBIIC Matrix Activity please refer to the JBI Collaboration Handbook.

Please ensure that each Peer Reviewer lists your full Group name in their Editorial Manager profile under the ‘Institution’ field:

1) If you do not have an account in Editorial Manager, please register your details, otherwise please login as a reviewer. Registering and login can both be accessed via this link: http://wwew.editorialmanager.com/jbisrir/Default.aspx

2) At the top of the screen click ‘Update My Information’.

3) Scroll down halfway until you get to the box titled ‘Institution Related Information’. Please enter your full Entity name in the ‘Institution’ field and ensure that you also check the ‘Yes’ radio icon next to ‘Available as a Reviewer’. Please ensure that you enter your full Centre of Excellence or Affiliated Group name. i.e. The Centre for Chronic Disease Management: A JBI Centre of Excellence

4) Scroll down and ensure that you click ‘SUBMIT’ at the bottom of the page.

If a reviewer’s Centre/Group Affiliation is not correctly listed under ‘Institution’ in their Editorial Manager reviewer profile, it will not be captured when we run a report to identify peer review points accrual for Centres/Groups.

JBI Evidence Synthesis & JBI Evidence Implementation Subscription

The Group Convenor will receive a complimentary subscription to the JBI Evidence Synthesis & JBI Evidence Implementation for the term of the Group Legal Agreement. The Global Engagement Administration Officer will facilitate this.

If you have any questions regarding systematic reviews and protocols or peer review please contact the JBISRIR Editorial Office.

Forms
Collaborating Entities may nominate up to a maximum of 10 (ten) Core staff to receive Special User Access to JBI Tools and Resources via the JBI COnNECT+ platform.

To set up access for new Core Staff, or to remove/change Core Staff, Entities are required to complete the Collaborating Entity Staff Register form and email to the Global Engagement Office for processing jbic@adelaide.edu.au.

Frequently Asked Questions