The JBIC Activity Matrix enables Affiliated Groups and Centres of Excellence to accrue points across a variety of core and elective activities over the course of their Agreement with JBI, in line with the Key Performance Requirements for each Entity outlined in the JBI Collaboration Handbook.

The minimum number of points required to become a Centre of Excellence is 23,000 across all core and a range of elective activities (with a minimum of 10,000 points from core activities). Detailed descriptions of activities, KPIs and Activity Matrix operational guidelines are outlined in the JBI Collaboration Handbook.

Click on the images below to see the JBIC Matrix activities.

Matrix 2020_1.pdf

Matrix 2020_2.pdf
Introduction

JBI conducts an Annual Review of Entity activity to evaluate Entity Key Performance Requirements in line with the JBIC Activity Matrix, in February of each year.

JBI’s Annual Review period for collaboration activities is 1st January – 31st December (calendar year).

Entities must complete and submit a ‘JBIC CoE Entity Annual Report’ or ‘JBIC AG Entity Annual Report’ to the JBI Global Engagement Office jbic@adelaide.edu.au by 31 January of each year.
For more information on JBIC Activity and Funding Matrix Guidelines, including the Annual Review, activity points accrual and funding eligibility, please refer to the JBI Collaboration Handbook.

Submission

Please read the below information carefully regarding the completion and submission of your JBIC Entity Annual Review Report:

• Entities must complete all required fields in the adjacent template for those activities clearly marked in Red. All other activities will be completed by the Global Engagement Office and are locked for editing in the Annual Report Template.

• If a required field for any activity is not completed it will not be processed. If you have any questions regarding the KPIs for an activity please email the JBI Global Engagement Office jbic@adelaide.edu.au prior to submitting your report.

• If your Entity has not completed any of the activities marked in Red, you must still complete the first section with your Entity name and organisation information and return as outlined below.

• A reminder that from 2017 onwards points will not be awarded for peer reviews conducted unless the correct Centre/Group Affiliation has been listed in Editorial Manager (as per the JBI Collaboration Handbook). Entity Directors and Convenors are encouraged to speak with their Core Staff to ensure that their Editorial Manager reviewer profiles are up to date by 31 December.

• Those Entities that have registered for JBIC Mentorship or Clinical Partnership Engagement will receive an email from the Global Engagement Office by 22 December with links to the relevant evaluation and progress reports.

• Annual Reports must be submitted via email to jbic@adelaide.edu.au no later than 31 January. A reminder that from 2017 onwards reports that are not submitted by 31 January will not be accepted. Reports will be completed by the Global Engagement Office with data available to JBI. This may affect funding eligibility.

• Extensions may be granted in extenuating circumstances. If you are unable to meet the deadline, please make a request by email to jbic@adelaide.edu.au by 20 December. Once received, the GEO will review the information provided and complete the Annual Report for each Entity, and return via email by the beginning of March.

• Entities will then be asked to review their final Annual Report before the GEO issues any invoices for eligible funding for activities/output.

Frequently Asked Questions

Yes. If your Entity has not completed any of the activities marked in Red, you must still complete the first section with your Entity name and organisation information and return to the Global Engagement Office by 31 January.

Entities only need to complete the required fields for those activities clearly marked in Red, and clearly labelled "** TO BE COMPLETED BY THE COLLABORATING ENTITY **." All other activities clearly labelled as:

"** TO BE COMPLETED BY THE GLOBAL ENGAGEMENT OFFICE **"

are locked for editing in the Annual Report Template and will be completed by the Global Engagement Office. Those activities are either core activities that are eligible for funding, or activities that must be tracked and reported by JBI.

Yes, Systematic Review Protocols accepted for publication in the JBIES will be awarded 2,000 points, however they will be awarded upon acceptance for publication of the corresponding Systematic Review in the JBIES.

This will result in Systematic Reviews with a corresponding protocol published in the JBIES being awarded 12,000 points upon acceptance for publication. If more than one Systematic Review is published from a single protocol, the first Systematic Review will receive 12,000 points and the subsequent reviews will receive 10,000 points.

Template
"" Please note, this only applies to Systematic Review Protocols accepted for publication in the JBIES. Systematic Review protocols that are registered in PROSPERO are not eligible to receive points. ""

From 2017 onwards points will not be awarded for peer reviews conducted unless the correct Entity Affiliation has been listed in Editorial Manager.

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.

Unfortunately, with over 70 Collaborating Entities, 1000+ registered peer reviewers, and 500+ peer review entries per annum, we are not able to manually sift through all of the entries looking for possible linkages to Institutions.

Directors and Convenors are encouraged to communicate directly with staff, students and any other affiliated members conducting peer review for their Centre/Group to follow the below instructions to update their Peer Reviewer profile with your full Centre/Group name listed under ‘Institution’:

1) If you do not have an account in Editorial Manager, please register your details, otherwise please login as a reviewer. Registering and login in can both be accessed via this link: http://www.editorialmanager.com/JBIES/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 Joanna Briggs Institute Centre of Excellence

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

JBIC ENTITY ANNUAL ACTIVITY REPORT TEMPLATE

Please select the template carefully, as there are separate ones for Centres of Excellence and Affiliated Groups.

Entities only need to complete the required fields for those activities clearly marked in Red, and clearly labelled

** TO BE COMPLETED BY THE COLLABORATING ENTITY **

All other activities clearly labelled as:

** TO BE COMPLETED BY THE GLOBAL ENGAGEMENT OFFICE **

Are locked for editing in the Annual Report Template and will be completed by the Global Engagement Office.

NB Please note that this document does not display correctly. Please download to view.

Clinical Partnership Engagement  JBIC Mentorship Program  JBI Biennial Colloquium