

Checklist

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Checklist 1 - Producing research

Question

Completed? Mark the appropriate option with a ✓

Q1. Title, project lead and year

Enter free text.

Q2. Has the project been considered by the appropriate steering group and has an EPI form been adequately completed (for example, has a clear research need been outlined)?

No

Question

**Completed? Mark
the appropriate
option with a ✓**

Yes - partly

Yes - fully

Free text input to justify rating.

Q3. Has a precise research question/aim been specified?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Q4. Is the research design...

Experimental

Cross-sectional

Longitudinal

Case study

Comparative

Question

**Completed? Mark
the appropriate
option with a ✓**

Other

Not specified

Q5. Is the research method...

Qualitative

Quantitative

Both

Q6. Is there a good match between the research question/aim, research design and research method?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Q7. Is the study population and setting specified?

No

Yes - partly

Question

**Completed? Mark
the appropriate
option with a ✓**

Yes - fully

Free text input to justify rating.

If Q5 = Qualitative, go to Q8a. If Q5 = Quantitative, go to Q8b. If Q5 = Both, go to Q8a and Q8b.

Q8a. Is the sampling method...

Purposive sampling

Convenience sampling

Theoretical sampling

Other

Not specified

Go to Q9.

Q8b. Is the sampling method...

Simple random sampling

Stratified sampling

Quota sampling

Question

**Completed? Mark
the appropriate
option with a ✓**

Convenience sampling

Other

Not specified

Go to Q9.

Q9. Is the sampling method appropriate for addressing the research question?

No

Yes - partly

Yes - fully

Free text input to justify rating.

If Q5 = Qualitative, go to 9a. If Q5 = Quantitative, go to 9b. If Q5 = Both, go to Q9a and Q9b.

Q9a. Is the target sample size justified?

No

Yes - partly

Question

**Completed? Mark
the appropriate
option with a ✓**

Yes - fully

Free text input to justify rating.

Go to Q10.

Q9b. Has a sample size calculation been conducted?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Go to Q10.

Q10. Are the research instruments valid and reliable?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Question

**Completed? Mark
the appropriate
option with a ✓**

If Q5 = Qualitative, go to Q11a. If Q5 = Quantitative, go to Q11b. If Q5 = Both, go to Q11a and Q11b.

Q11a. Is the analytical approach...

Thematic analysis

Grounded theory

Framework analysis

Other

Not specified

Go to Q12.

Q11b. Is the analytical approach...

Chi-square test, correlation test, t-test or analysis of variance

Linear regression

Logistic regression

Survival analysis

Question

**Completed? Mark
the appropriate
option with a ✓**

Time series analysis

Meta-analysis

Other

Not specified

Go to Q12.

Q12. Is there a good match between the research question, research method, and analytical approach?

No

Yes - partly

Yes - fully

Free text input to justify rating [mandatory as this is a judgement call]

Q13. Has a relevant checklist from the EQUATOR Network been used to design the study protocol?

No

Yes - partly

**Completed? Mark
the appropriate
option with a ✓**

Question

Yes - fully

Free text input to justify rating.

Q14. Will descriptive data on the characteristics of participants be presented?

No

Yes - partly

Yes - fully

Free text input to justify rating.

If Q5 = Qualitative, go to Q15. If Q5 = Quantitative, go to Q19. If Q5 = Both, go to Q15 and Q19.

Q15. Will two or more researchers be involved in the analysis process (for example, through double coding)?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Question

**Completed? Mark
the appropriate
option with a ✓**

Go to Q16.

Q16. Have the researcher(s) specified the qualitative analysis process that will be used to help ensure consistency between the original data and the identified themes?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Go to Q17.

Q17. Will similarities and differences between participants be explored (for example, negative cases)?

No

Yes - partly

Yes - fully

Free text input to justify rating [mandatory, as 'no' or 'yes-partly' is acceptable for some research]

Question

**Completed? Mark
the appropriate
option with a ✓**

Go to Q18.

Q18. Will participants provide feedback on the findings
(for example, member checking)?

No

Yes - partly

Yes - fully

Free text input to justify rating [mandatory, as 'no' or
'yes-partly' is acceptable for some research]

Go to Q21.

Q19. Will descriptive data on exposures/interventions and
potential confounders be presented?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Go to Q20.

Question

**Completed? Mark
the appropriate
option with a ✓**

Q20. Will unadjusted and adjusted point estimates and confidence intervals be presented alongside statistical significance?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Go to Q21.

Q21. Will generalisability be described in the interpretation of the results?

No

Yes - partly

Yes - fully

Free text input to justify rating [mandatory for qualitative research, as this can be challenging to ascertain].

Q22. Will causality be considered in the interpretation of the results?

Question

**Completed? Mark
the appropriate
option with a ✓**

No

Yes - partly

Yes - fully

Not applicable

Free text input to justify rating.

Q23. Will uncertainty be considered in the interpretation of the results?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Q24. Will a clear study conclusion be presented?

No

Yes - partly

Yes - fully

Question

**Completed? Mark
the appropriate
option with a ✓**

Free text input to justify rating.

Q25. Have/will ethical and data governance issues (for example, informed consent, the right to withdraw, confidentiality, data protection) been/be identified and addressed?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Q26. If the research relates to, or will potentially affect, vulnerable and underserved respondents, have/will impacts on them been/be identified and addressed?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Q27. Have/will risks related to legal, analytical, and operational issues been/be identified and addressed?

Question

**Completed? Mark
the appropriate
option with a ✓**

No

Yes - partly

Yes - fully

Free text input to justify rating.

Q28. Has/will the research plan been/be pre-registered
(particularly important if it is a behavioural trial)?

No

Yes - partly

Yes - fully

Free text input to justify rating [mandatory, as it may not
always be vital to pre-register the research plan].

Q5. Have/will study materials, data and/or code been/be
made openly available?

No

Yes - partly

Yes - fully

Question

Completed? Mark the appropriate option with a ✓

Free text input to justify rating.

Q6. Have/will key stakeholders been/be identified and involved in the research?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Q7. Have/will relevant dissemination outputs and activities been/be specified?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Checklist 2 - Assessing research reports

Question	Completed? (yes or no)
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Q1. Title, lead author and year

✓

Enter free text.

Q2. Has a clear research need been outlined?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Q3. Has a precise research question/aim been specified?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Q4. Is the research design...

Experimental

Question

**Completed?(yes
or no)**

Cross-sectional

Longitudinal

Case study

Comparative

Other

Not specified

Q5. Is the research method...

Qualitative

Quantitative

Both

Q6. Is there a good match between the research question/aim,
research design and research method?

No

Yes - partly

Yes - fully

Question**Completed?(yes
or no)**

Free text input to justify rating.

Q7. Is the study population and setting specified?

No

Yes - partly

Yes - fully

Free text input to justify rating.

If Q5 = Qualitative, go to Q8a. If Q5 = Quantitative, go to Q8b.

If Q5 = Both, go to Q8a and Q8b.

Q8a. Is the sampling method...

Purposive sampling

Convenience sampling

Theoretical sampling

Other

Not specified

Go to Q9.

Question

**Completed?(yes
or no)**

Q8b. Is the sampling method...

Simple random sampling

Stratified sampling

Quota sampling

Convenience sampling

Other

Not specified

Go to Q9.

Q9. Is the sampling method appropriate for addressing the research question?

No

Yes - partly

Yes - fully

Free text input to justify rating.

If Q5 = Qualitative, go to 9a. If Q5 = Quantitative, go to 9b. If Q5 = Both, go to Q9a and Q9b.

Question

**Completed?(yes
or no)**

Q9a. Is the target sample size justified?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Go to Q10.

Q9b. Has a sample size calculation been conducted?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Go to Q10.

Q10. Are the research instruments valid and reliable?

No

Question

**Completed?(yes
or no)**

Yes - partly

Yes - fully

Free text input to justify rating.

If Q5 = Qualitative, go to Q11a. If Q5 = Quantitative, go to Q11b. If Q5 = Both, go to Q11a and Q11b.

Q11a. Is the analytical approach...

Thematic analysis

Grounded theory

Framework analysis

Other

Not specified

Go to Q12.

Q11b. Is the analytical approach...

Chi-square test, correlation test, t-test or analysis of variance

Linear regression

Question**Completed?(yes
or no)**

Logistic regression

Survival analysis

Time series analysis

Meta-analysis

Other

Not specified

Go to Q12.

Q12. Is there a good match between the analytical approach, the research method and the research question?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Q13. Has a relevant checklist from the EQUATOR Network been used in the reporting of the results?

No

Question

**Completed?(yes
or no)**

Yes - partly

Yes - fully

Free text input to justify rating.

Q14. Have descriptive data on the characteristics of participants been presented?

No

Yes - partly

Yes - fully

Free text input to justify rating.

If Q5 = Qualitative, go to Q15. If Q5 = Quantitative, go to Q19.
If Q5 = Both, go to Q15 and Q19.

Q15. Have two or more researchers been involved in the analysis process (for example, through double coding)?

No

Yes - partly

Yes - fully

Question

**Completed?(yes
or no)**

Free text input to justify rating.

Go to Q16.

Q16. Is there consistency between the data presented and the themes?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Go to Q17.

Q17. Have similarities and differences between participants been explored (for example, negative cases)?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Go to Q18.

Question

**Completed?(yes
or no)**

Q18. Did participants provide feedback on the findings (for example, member checking)?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Go to Q21.

Q19. Have descriptive data on exposures/interventions and potential confounders been presented?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Go to Q20.

Q20. Have unadjusted and adjusted point estimates and confidence intervals been presented alongside statistical significance?

Question

**Completed?(yes
or no)**

No

Yes - partly

Yes - fully

Free text input to justify rating.

Go to Q21.

Q21. Has generalisability been considered in the interpretation of the results?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Q22. Has causality been considered in the interpretation of the results?

No

Yes - partly

Yes - fully

Question

**Completed?(yes
or no)**

Not applicable

Free text input to justify rating.

Q23. Has uncertainty been considered in the interpretation of the results?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Q24. Has a clear study conclusion been presented?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Checklist 3 - Writing tender specifications

Question**Completed?(yes
or no)**

Q1. Specification title

✓

Enter free text.

Q2. Has a clear research need been outlined or has the importance of a clear research need been outlined (in the event of the tenderer specifying this)?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Q3. Has a precise research question/aim been specified or has the importance of a precise research question/aim been specified (in the event of the tenderer specifying this)?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Q4. Is the research design...

Question**Completed?(yes
or no)**

Experimental

Cross-sectional

Longitudinal

Case study

Comparative

Other

Not specified

Q5. Is the research method...

Qualitative

Quantitative

Both

Q6. Is there a good match between the research question/aim, research design and research method or has the importance of a good match between these aspects been outlined (in the event of the tenderer specifying this)?

No

Question**Completed?(yes
or no)**

Yes - partly

Yes - fully

Free text input to justify rating.

Q7. Is the study population and setting specified or has the importance of specifying the study population and setting been outlined (in the event of the tenderer specifying this)?

No

Yes - partly

Yes - fully

Free text input to justify rating.

If Q5 = Qualitative, go to Q8a. If Q5 = Quantitative, go to Q8b. If Q5 = Both, go to Q8a and Q8b.

Q8a. Is the sampling method...

Purposive sampling

Convenience sampling

Theoretical sampling

Question

**Completed?(yes
or no)**

Other

Not specified

Go to Q9.

Q8b. Is the sampling method...

Simple random sampling

Stratified sampling

Quota sampling

Convenience sampling

Other

Not specified

Go to Q9.

Q9. Is the sampling method appropriate for addressing the research question or has the importance of using an appropriate sampling method for addressing the research question been outlined (in the event of the tenderer specifying this)?

No

Question

Completed?(yes or no)

Yes - partly

Yes - fully

Free text input to justify rating.

If Q5 = Qualitative, go to 9a. If Q5 = Quantitative, go to 9b. If Q5 = Both, go to Q9a and Q9b.

Q9a. Has the importance of justifying the target sample size been outlined?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Go to Q10.

Q9b. Has the importance of providing a sample size calculation been outlined?

No

Yes - partly

Question

**Completed?(yes
or no)**

Yes - fully

Free text input to justify rating.

Go to Q10.

Q10. Has the importance of using valid and reliable research instruments been outlined?

No

Yes - partly

Yes - fully

Free text input to justify rating.

If Q5 = Qualitative, go to Q11a. If Q5 = Quantitative, go to Q11b. If Q5 = Both, go to Q11a and Q11b.

Q11a. Is the analytical approach...

Thematic analysis

Grounded theory

Framework analysis

Other

Question**Completed?(yes
or no)**

Not specified

Go to Q12.

Q11b. Is the analytical approach...

Chi-square test, correlation test, t-test or analysis of variance

Linear regression

Logistic regression

Survival analysis

Time series analysis

Meta-analysis

Other

Not specified

Go to Q12.

Q12. Is there a good match between the analytical approach, the research method and the research question or has the importance of a good match between these aspects been outlined (in the event of the tenderer specifying this)?

Question

**Completed?(yes
or no)**

No

Yes - partly

Yes - fully

Free text input to justify rating.

Q13. Has the importance of using a relevant checklist from the EQUATOR Network in the reporting of the results been outlined?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Q14. Has the importance of presenting descriptive data on the characteristics of participants been outlined?

No

Yes - partly

Yes - fully

Question**Completed?(yes
or no)**

Free text input to justify rating.

If Q5 = Qualitative, go to Q15. If Q5 = Quantitative, go to Q19. If Q5 = Both, go to Q15 and Q19.

Q15. Has the importance of involving two or more researchers in the analysis process (for example, through double coding) been outlined?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Go to Q16.

Q16. Has the importance of there being consistency between the data presented and the themes been outlined?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Question

**Completed?(yes
or no)**

Go to Q17.

Q17. Has the importance of exploring similarities and differences between participants (for example, negative cases) been outlined?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Go to Q18.

Q18. Has the importance of asking participants to provide feedback on the findings (for example, member checking) been outlined?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Go to Q21.

Question

**Completed?(yes
or no)**

Q19. Has the importance of presenting descriptive data on exposures/interventions and potential confounders been outlined?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Go to Q20.

Q20. Has the importance of presenting unadjusted and adjusted point estimates and confidence intervals alongside statistical significance been outlined?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Go to Q21.

Question**Completed?(yes
or no)**

Q21. Has the importance of considering generalisability in the interpretation of the results been outlined?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Q22. Has the importance of considering causality in the interpretation of the results been outlined?

No

Yes - partly

Yes - fully

Not applicable

Free text input to justify rating.

Q23. Has the importance of considering uncertainty in the interpretation of the results been outlined?

No

Question

**Completed?(yes
or no)**

Yes - partly

Yes - fully

Free text input to justify rating.

Q24. Has the importance of presenting a clear study conclusion been outlined?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Q25. Have key stakeholders provided input into the research objectives?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Question	Completed?(yes or no)
-----------------	------------------------------

Q26. Have/will tender opportunities been/be promoted through appropriate channels?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Q27. Have/will internal and external peer reviewers been/be identified through appropriate channels?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Checklist 4 - Assessing tender bids

Question	Completed? (Yes or no)
-----------------	-----------------------------------

Q1. Title, project lead and year

✓

Question

**Completed?
(Yes or no)**

Enter free text.

Q2. Has a clear research need been outlined?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Q3. Has a precise research question/aim been specified?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Q4. Is the research design...

Experimental

Cross-sectional

Longitudinal

Question	Completed? (Yes or no)
-----------------	-----------------------------------

Case study

Comparative

Other

Not specified

Q5. Is the research method...

Qualitative

Quantitative

Both

Q6. Is there a good match between the research question/aim, research design and research method?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Q7. Is the study population and setting specified?

Question

**Completed?
(Yes or no)**

No

Yes - partly

Yes - fully

Free text input to justify rating.

If Q5 = Qualitative, go to Q8a. If Q5 = Quantitative, go to Q8b. If Q5 = Both, go to Q8a and Q8b.

Q8a. Is the sampling method...

Purposive sampling

Convenience sampling

Theoretical sampling

Other

Not specified

Go to Q9.

Q8b. Is the sampling method...

Question**Completed?
(Yes or no)**

Simple random sampling

Stratified sampling

Quota sampling

Convenience sampling

Other

Not specified

Go to Q9.

Q9. Is the sampling method appropriate for addressing the research question?

No

Yes - partly

Yes - fully

Free text input to justify rating.

If Q5 = Qualitative, go to 9a. If Q5 = Quantitative, go to 9b. If Q5 = Both, go to Q9a and Q9b.

Q9a. Is the target sample size justified?

Question

**Completed?
(Yes or no)**

No

Yes - partly

Yes - fully

Free text input to justify rating.

Go to Q10.

Q9b. Has a sample size calculation been conducted?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Go to Q10.

Q10. Are the research instruments valid and reliable?

No

Yes - partly

Yes - fully

Question**Completed?
(Yes or no)**

Free text input to justify rating.

If Q5 = Qualitative, go to Q11a. If Q5 = Quantitative, go to Q11b. If Q5 = Both, go to Q11a and Q11b.

Q11a. Is the analytical approach...

Thematic analysis

Grounded theory

Framework analysis

Other

Not specified

Go to Q12.

Q11b. Is the analytical approach...

Chi-square test, correlation test, t-test or analysis of variance

Linear regression

Logistic regression

Survival analysis

Question

**Completed?
(Yes or no)**

Time series analysis

Meta-analysis

Other

Not specified

Go to Q12.

Q12. Is there a good match between the analytical approach, the research method and the research question?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Q13. Has a relevant checklist from the EQUATOR Network been used to design the study protocol?

No

Yes - partly

Yes - fully

Question**Completed?
(Yes or no)**

Free text input to justify rating.

Q14. Will descriptive data on the characteristics of participants be presented?

No

Yes - partly

Yes - fully

Free text input to justify rating.

If Q5 = Qualitative, go to Q15. If Q5 = Quantitative, go to Q19. If Q5 = Both, go to Q15 and Q19.

Q15. Will two or more researchers be involved in the analysis process (for example, through double coding)?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Go to Q16.

Question**Completed?
(Yes or no)**

Q16. Will the researcher(s) ensure that there is consistency between the data presented and the themes (for example, have they specified that illustrative quotations will be presented)?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Go to Q17.

Q17. Will similarities and differences between participants be explored (for example, negative cases)?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Go to Q18.

Q18. Will participants provide feedback on the findings (for example, member checking)?

Question

**Completed?
(Yes or no)**

No

Yes - partly

Yes - fully

Free text input to justify rating.

Go to Q21.

Q19. Will descriptive data on exposures/interventions and potential confounders be presented?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Go to Q20.

Q20. Will unadjusted and adjusted point estimates and confidence intervals be presented alongside statistical significance?

No

Yes - partly

Question

**Completed?
(Yes or no)**

Yes - fully

Free text input to justify rating.

Go to Q21.

Q21. Will generalisability be considered in the interpretation of the results?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Q22. Will causality be considered in the interpretation of the results?

No

Yes - partly

Yes - fully

Not applicable

Free text input to justify rating.

Question

**Completed?
(Yes or no)**

Q23. Will uncertainty be considered in the interpretation of the results?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Q24. Will a clear study conclusion be presented?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Q25. Have/will ethical and data governance issues been/be identified and addressed?

No

Yes - partly

Yes - fully

Question**Completed?
(Yes or no)**

Free text input to justify rating.

Q26. Have/will impacts on vulnerable and underserved respondents been/be identified and addressed?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Q27. Have/will risks related to legal, analytical, and operational issues been/be identified and addressed?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Q28. Has/will the research plan been/be pre-registered?

No

Yes - partly

Question

**Completed?
(Yes or no)**

Yes - fully

Free text input to justify rating.

Q5. Have/will study materials, data and/or code been/be made openly available?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Q6. Have/will key stakeholders been/be identified and involved in the research?

No

Yes - partly

Yes - fully

Free text input to justify rating.

Q7. Have/will relevant dissemination outputs and activities been/be specified?

No

Question

**Completed?
(Yes or no)**

Yes - partly

Yes - fully

Free text input to justify rating.