**Report Email Templates**

**PI report finalisation brief**

The December DSG feedback from both participants and challenge owners has been extremely positive so thank you so much for the great challenge you helped shape!

We are now in the report finalisation phase, the reports are an important outcome for the DSG, as they constitute concrete & publishable outputs of the challenge for participants and Challenge Owners (COs) and constitute the basis for any follow up work.

The report, images and code that you worked on during the week haven been confirmed as **Tier 0**, this means we can remove them from the safe haven so that you can finalize the report remotely.

In general, we use Overleaf to tidy the reports but if you have another preference please let us know.

We’d like to give you the freedom to finalise the report as you see fit, however below are some resources we would usually share with participants. We had also discussed reports taking on more of the style of an academic manuscript, but again it is up to you how to finalize your report.

* Previous examples of Data Study Group reports:  <https://www.turing.ac.uk/collaborate-turing/data-study-groups>
* The template Data Study Group report in Hack MD: <https://hackmd.io/OQ6tj3lrQzapB0HXTxoPPw>
* Minimal check list for report writing (attached)
* Report writer check list (attached)

When completed, reports will then be sent to the Challenge Owner for comments. Once the CO has fed back, we will send the amended report to participants to give them the opportunity to update their biographies, and we will then publish the reports on the Turing website.

Please aim to have the report finalised by 14th February 2020.

**Report reminder**

Just checking in as a reminder that we’d like to have a copy of the finalised report by next Friday.

Please let us know if there is anything we can do to support this.

**Email for volunteer report reviewer**

Thank you so much for getting in contact and volunteering to review the XX report.

I have attached the DSG reviewer guidelines as well as the report.

Please aim to review the report by XX

**Email to COs re consent to publication**

Please find the final version of the GOSH report from the April 2019 Data Study Group attached.

We’d like to give you the chance to review the document for any sensitivities. This will be the report that is to be published so this is the opportunity to redact anything that might be commercially sensitive (any redactions should be minimal and justified).

I would appreciate if you could give us the go ahead to publish the report by **January 31st**. The report will then be published on the Turing website. Please do not share this version too widely. Prior to final publication we will redo the cover, and attach a DOI so that participants are able to reference the document.

**Email to participants requesting consent for publication**

Thank you for all your hard work during the data study group back in [DSG Edition].

You will recall that you helped write a report during the data study group itself. We would really like to publish it on the Turing website to show the great work that DSG participants like you managed to achieve in such a short time scale. Also, we want to enable participants to reference their participation at the data study group, so you are able to share the work you did at your time here.

Before we publish the report, we want to give all the participants the chance to confirm that you would want your name to be included in the list of report authors. Equally, if you prefer us not to list your name, please let us know. If you would like to change your biography, please send us through an amended version.

We ask that you kindly respond to confirm your consent for publication or with any biography alterations (or additions as not everyone in the group has a bibliography) by [dd/mm/yyyy].

Please find the report attached.  Please do not share this copy of the report, it will be online, available for download next month with any final edits and a Digital Object Identifier (DOI).

As part of our ongoing efforts to create a persistent community around the Data Study Groups we would like to invite you to join our LinkedIn group [https://www.linkedin.com/groups/13680664/](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.linkedin.com%2Fgroups%2F13680664%2F&data=02%7C01%7Cdatastudygroup%40turing.ac.uk%7C8efc389695cb4807185308d74e30ccde%7C4395f4a7e4554f958a9f1fbaef6384f9%7C0%7C0%7C637063843820896211&sdata=XZsZ9wy0bwmFVK93fHR8IGWX%2BguVo%2BFgq8v7wNR8hUA%3D&reserved=0).

If you have any queries about the report, or this process, please don’t hesitate to get in touch with us.