## CIDA Comprehensive Report

# Cover Page

* Title of the project, internal project numbers/tracking, investigator names, statistician names, COMIRB number, date
* Brief summary of changes/updates since last report
* Footnote about contacting CIDA for questions about authorship, CCTSI grant for citing in manuscripts/posters/etc. (if that is still required or recommended)

# Introduction

The following could be summarized as a form which feeds into a table or template that is standardized for all projects

* High-level overview of study design (approximately one sentence)
* Reiterate primary, secondary, exploratory, etc. outcomes
* Study population or data sources
* Power calculation, sample size justification, etc.
* Summary of the important results

# Methods

(write so that they can cut and paste into their manuscript, grant, etc.)

* Data quality –elements of data collection and pre-processing that could influence data quality
  + Data collection quality assurance - actions put in place in order to minimize bias and maximize precision at level of data collection should be described
    - Data quality checking methods (looking for outliers, illogical results, etc.
    - If missing data were imputed, then methods used and actions taken to ensure that bias was not introduced and that variance was not compromised should be described
    - Description of methods which have been adopted to minimize the amount of missing data
* Exploratory methods/exploratory analysis summary
  + Approaches used (graphical, hypothesis-based (e.g., Shapiro-Wilk), expert opinions)
  + Data transformation and manipulation
* The statistical methods used to analyze the outcomes listed in the review of project
  + Could write it generally (i.e., not in reference to specific outcomes)
  + List any variables you are adjusting for in your models
  + Describe any variable selection methods that might be used
  + Modeling assumptions
* Table 1 sometimes has p-values, but could use various methods (parametric vs. nonparametric, continuous vs. categorical, etc.) and these could be specified here
* Software used for analyses

# Results

(write so that they can cut and paste into their manuscript, grant, etc.)

* Include interpretation appropriate for discussion/conclusion sections of manuscripts/grants/whatever here, or in completely separate section?
* Exploratory results
* Table 1 and primary results
* Any other relevant tables or results

# Optional discussion

(If aspects/features of project/grant would benefit from discussion-style interpretation)

* Further interpretation of the results, perhaps based on discussions with the collaborators/investigators on a project
* Limitations (i.e., sample size too small, not meeting model assumptions or other caveats to keep in mind)
* Possible next steps with future analysis

# References

Only include relevant sources that are to be cited in their paper

# Appendix

Information for the investigator to be able to reference for their own understanding, if it ends up going in the paper it should be probably be moved to the sections above

* Extra figures, graphics, or tables, especially if there is copious amounts of output/results
* Software session information (e.g., R package versions used)?