Institute of Primate Research

STANDARD OPERATING PROCEDURE (SOP) DOCUMENT

Scientific dissemination (conferences, workshops, publications)

SOP No.	Issue Number	Issue Date	Revision Status	Revision Date
SOP/KIPRE/RPD/DSAS/3.1.76	Version 01	October 2025	-	-

Approvals

	Name	Signature	Date
Developed by:	_Patrick Waweru Mwaura_	_____	_6th October; 2025_
	_____	_____	_____
	_____	_____	_____
Reviewed by:	_____	_____	_____
Approved by:	_____	_____	_____

Table of Contents

1. **PURPOSE**

    To standardize procedures for disseminating DS&AS scientific findings via conferences, workshops, publications, and institutional platforms. This SOP ensures that outputs are accurate, reproducible, visible, and compliant with ethical, legal (Kenya Data Protection Act, 2019), and institutional standards (linked to SOPs 1, 6, 7, 8, 9, 16, 17).

2. **SCOPE**

    Applies to all DS&AS-supported research outputs, including manuscripts, abstracts, posters, presentations, technical reports, policy briefs, dashboards, and open-data repositories.

3. **PERSONS RESPONSIBLE:**
    *   **Principal Investigator (PI):** Drafts manuscripts, abstracts, and presentation materials.
    *   **DS&AS Analyst/Statistician:** Prepares reproducible tables, figures, and data visualizations.
    *   **Head of DS&AS:** Reviews outputs for accuracy, compliance, and institutional approval.
    *   **Training & Outreach Officer:** Coordinates dissemination logistics and events.

4. **FREQUENCY**
    *   **Final Dissemination:** At project completion for full results.
    *   **Interim Dissemination:** At project milestones, stakeholder meetings, workshops, or conferences.

5. **MATERIALS**
    *   Journal and conference submission guidelines.
    *   Institutional publication and dissemination policies.
    *   Templates for abstracts, manuscripts, posters, presentations (Word, LaTeX/Overleaf).
    *   Digital dissemination platforms: Overleaf, Shiny dashboards, institutional repositories.
    *   Ethical approval documentation and data sharing agreements (where applicable).

6. **PROCEDURE**
    1. **Preparation:** PI drafts manuscript or abstract with support from DS&AS team.
    2. **Formatting:** Apply institutional and journal-specific templates (Word/Latex/Overleaf).
    3. **Review:** DS&AS ensures statistical accuracy, reproducibility, and compliance (DPA 2019, ethical approvals).

4. **Approval:** Head of DS&AS signs off before submission.
5. **Submission:** PI submits to journal/conference or DS&AS uploads to institutional repository.
6. **Dissemination Events:** Organize workshops/seminars for internal and external stakeholders.
7. **Archiving:** Store accepted manuscripts, presentations, and related materials in DS&AS repository.

7. REFERENCES

1. SOP 1: Statistical Analysis Plans and Reporting.
2. SOP 6: Data Access and Authentication Procedures.
3. SOP 7: Data Storage, Backup, Encryption, and Disaster Recovery.
4. SOP 8: Database and Workflow Management.
5. SOP 9: Data Sharing, Anonymisation, and Compliance.
6. SOP 16: Handling Large Datasets and Trend Detection.
7. SOP 17: Reproducible Coding Practices.
8. Kenya Data Protection Act (2019).
9. Institutional Publication and Dissemination Guidelines.