



Institute of Primate Research

STANDARD OPERATING PROCEDURE (SOP) DOCUMENT

**Scientific dissemination (conferences, workshops,
publications)**

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Approvals

	Name	Signature	Date
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1. PURPOSE

To standardize how DS&AS disseminates scientific findings via conferences, workshops, publications, and institutional platforms, ensuring visibility, reproducibility, and compliance with ethical and legal requirements.

2. SCOPE

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

3. PERSONS RESPONSIBLE:

- **Principal Investigator (PI):** Prepares draft manuscripts and presentations.
- **DS&AS Analyst/Statistician:** Prepares data visualizations, tables, and reproducible results.
- **Head of DS&AS:** Reviews outputs for accuracy, compliance, and institutional approval.
- **Training & Outreach Officer:** Coordinates dissemination logistics.

4. FREQUENCY

- **At project completion** for final results.
- **Interim dissemination** at milestones, stakeholder meetings, and conferences.

5. MATERIALS

- Journal and conference submission guidelines.
- Institutional publication policy.
- Templates for abstracts, manuscripts, posters, and presentations.
- Digital dissemination platforms (Overleaf, Shiny dashboards, repositories).

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