



Institute of Primate Research

STANDARD OPERATING PROCEDURE (SOP) DOCUMENT

Reporting research results

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

Approvals

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1. PURPOSE

To standardize the preparation, presentation, and dissemination of research results generated by DS&AS-supported projects, ensuring that all outputs are **accurate, reproducible, transparent, and compliant** with institutional, national, and international standards.

This SOP builds upon:

- SOP 1 – Policies and Strategies: Ensuring that reporting aligns with institutional data governance policies, FAIR principles, and best practices.
- SOP 2 – Alignment of DS&AS Processes with Institutional and National Regulations: Ensuring adherence to ethical approvals, legal requirements (Kenya Data Protection Act 2019), and institutional data-sharing policies.
- SOP 3 – Study Design and Statistical Consultation: Ensuring that reported results reflect pre-specified study designs and statistical plans.
- SOP 4 – Statistical Analysis Plans (SAPs): Ensuring that all analyses are conducted according to approved SAPs and that outputs are traceable and version-controlled.

This SOP covers the reporting of results in **Word documents, LaTeX/Overleaf outputs, PDFs, figures, dashboards, and other dissemination platforms**, promoting consistency, auditability, and reproducibility across all DS&AS-supported projects.

2. SCOPE

This SOP applies to all DS&AS-supported projects across **biomedical, ecological, primatological, and translational studies**, covering all stages of result reporting from **analysis completion to dissemination**.

It includes:

- Preparation of internal reports, manuscripts, abstracts, and policy briefs.
- Generation of statistical tables, figures, and dashboards.
- Dissemination via publications, presentations, dashboards, or institutional repositories.
- Ensuring outputs are consistent with approved SAPs, study protocols, and ethical approvals.

- Version control, metadata documentation, and archiving for transparency and reproducibility.

3. PERSONS RESPONSIBLE:

- **DS&AS Analyst/Statistician:** Prepares statistical tables, figures, dashboards, and ensures reproducibility of outputs according to approved SAPs and protocols.
- **Principal Investigator (PI):** Drafts narrative interpretation, integrates results into manuscripts, reports, and presentations, and ensures alignment with study objectives and SAPs.
- **Head of DS&AS:** Reviews all outputs for accuracy, methodological rigor, ethical and regulatory compliance, and approves dissemination to internal or external stakeholders.

4. FREQUENCY

- **At Study Completion:** Reporting is mandatory for all final reports, manuscripts, dashboards, or publications.
- **Interim Analyses:** Conducted when requested by the Principal Investigator, sponsor, or institutional leadership for progress monitoring or decision-making.
- **Updates or Corrections:** Any post-reporting amendments must be documented, version-controlled, and archived in the institutional repository.

5. MATERIALS

- **Reporting Templates:** Standardized Word and LaTeX/Overleaf templates for manuscripts, reports, and abstracts.
- **Statistical Software:** R, SAS, Python, or other approved tools for analysis and generation of tables and figures.
- **Visualization Tools:** Custom plots, Tableau, Shiny dashboards, or equivalent platforms for interactive and static result presentation.
- **Institutional Guidelines:** Data sharing, publication, and ethical reporting policies to ensure compliance with national regulations (e.g., Kenya Data Protection Act 2019) and institutional standards.
- **Version Control and Repository Systems:** For archiving and tracking all outputs, including metadata and version history.

- **Supporting Documents:** Approved SAPs, data dictionaries, and dummy tables to guide consistent reporting.

6. PROCEDURE

1. **Step 1: Data Validation**

- DS&AS verifies the integrity, completeness, and consistency of datasets prior to reporting.
- Ensure alignment with approved Statistical Analysis Plans (SAPs) and data dictionaries.

2. **Step 2: Draft Outputs**

- Generate statistical tables, figures, dashboards, and other visualizations using reproducible scripts.
- Reference dummy tables and pre-specified outputs to ensure consistency.

3. **Step 3: Formatting**

- Apply standardized templates for Word, LaTeX/Overleaf, and other reporting formats.
- Ensure tables, figures, and narratives meet institutional and publication guidelines.

4. **Step 4: Internal Review**

- PI and Head of DS&AS review all outputs for accuracy, clarity, and compliance with ethical, regulatory, and institutional requirements.
- Feedback is documented and incorporated prior to finalization.

5. **Step 5: Finalization**

- Export and finalize reports in the required formats (Word, LaTeX, dashboards, PDFs).
- Assign version numbers and include metadata for traceability.

6. **Step 6: Archiving**

- Store final outputs in the institutional repository with full version control, audit trails, and metadata for reproducibility and regulatory compliance.

7. **Step 7: Dissemination**

- Share results with internal and external stakeholders, including journals, funders, and dashboards.

- Ensure compliance with institutional data sharing policies and privacy requirements during dissemination.

7. REFERENCES

1. Kenya Data Protection Act, 2019.
2. KIPRE Institutional Data Sharing and Publication Policy, 2024.
3. FAIR Data Principles (Findable, Accessible, Interoperable, Reusable).
4. CONSORT 2010 Statement: Updated guidelines for reporting parallel group randomized trials.
5. STROBE Statement: Guidelines for reporting observational studies in epidemiology.
6. REMARK Guidelines: Reporting recommendations for tumor marker prognostic studies.
7. Institutional Standard Operating Procedures (SOPs 1–4).

8. APPENDICES

1. **Appendix A: Reporting Templates**

- Word template for internal reports and manuscripts.
- LaTeX/Overleaf template for manuscripts or technical reports.
- PDF template for dashboards or executive summaries.

2. **Appendix B: Data Management Tools**

- Approved datasets, cleaned and validated.
- Data dictionaries with variable definitions, coding, and formats.
- Dummy tables or shell tables for planned outputs.

3. **Appendix C: Visualization Tools**

- Scripts for generating figures and tables (R, Python, SAS).
- Interactive dashboards (Tableau, Shiny).
- Standardized figure formatting guidelines.

4. **Appendix D: Review and Approval Forms**

- Internal review checklist for DS&AS and PI.
- Approval form for Head of DS&AS sign-off.
- Version control log for archiving final outputs.

5. Appendix E: Dissemination Guidelines

- Stakeholder-specific reporting templates (funders, journals, internal leadership).
- Data sharing and privacy checklists to ensure compliance with DPA 2019.