



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

	Name	Signature	Date
Developed by:	<u>Patrick Waweru Mwaura</u>	<u></u>	<u>6th October; 2025</u>
	<u></u>	<u></u>	<u></u>
	<u></u>	<u></u>	<u></u>
Reviewed by:	<u></u>	<u></u>	<u></u>
Approved by:	<u></u>	<u></u>	<u></u>

Table of Contents

1. PURPOSE.....	4
2. SCOPE	4
3. PERSONS RESPONSIBLE:	4
4. FREQUENCY.....	4
5. MATERIALS.....	4
6. PROCEDURE.....	4
7. REFERENCES	5

1. PURPOSE

To standardize the reporting of research results across Word documents, LaTeX/Overleaf outputs, PDFs, figures, and dashboards, ensuring clarity, reproducibility, and alignment with institutional/national guidelines.

2. SCOPE

Applies to all DS&AS-supported projects from analysis completion to dissemination (internal reports, publications, dashboards).

3. PERSONS RESPONSIBLE:

- **DS&AS Analyst/Statistician:** Prepares tables, figures, and dashboards.
- **PI:** Drafts narrative and integrates results into manuscripts/reports.
- **Head of DS&AS:** Reviews outputs for accuracy and compliance.

4. FREQUENCY

- **At study completion** – For final reports/publications.
- **Interim analyses** – When requested by PI or sponsor.

5. MATERIALS

- Reporting templates (Word, Latex/Overleaf).
- Statistical software (R, SAS, Python).
- Visualizations tools (Custom plots, Tableau, Shiny dashboards any other).
- Institutional data sharing and publication guidelines.

6. PROCEDURE

1. **Data Validation:** DS&AS verifies dataset integrity before reporting.
2. **Draft Outputs:** Generate statistical tables, graphs, and dashboards using reproducible scripts.
3. **Formatting:** Apply standard templates for Word/Latex outputs.
4. **Internal Review:** PI and Head of DS&AS review outputs for accuracy and compliance.
5. **Finalization:** Export reports in required formats (Word, Latex, dashboards).
6. **Archiving:** Store final outputs in project repository with metadata and version tags.
7. **Dissemination:** Share with stakeholders (journals, funders, dashboards).

7. REFERENCES

To be provided