Institute of Primate Research

STANDARD OPERATING PROCEDURE (SOP) DOCUMENT

Training and mentorship delivery

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Approvals

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1. **PURPOSE**

   To establish standardized procedures for delivering training and mentorship in data science, biostatistics, bioinformatics, and analytics within DS&AS. This SOP ensures that capacity-building initiatives are structured, reproducible, and aligned with institutional priorities, ethical standards, and best practices (linked to SOPs 1, 14, 17).

2. **SCOPE**

   Applies to all internal DS&AS staff training, mentorship of junior researchers, and external collaborations with universities or partner institutions. It covers workshops, seminars, coding boot camps, online modules, and hands-on project mentoring.

3. **PERSONS RESPONSIBLE**

   - **Head of DS&AS:** Approves the annual training and mentorship plan; ensures alignment with institutional strategy.
   - **Training and Outreach Officer:** Coordinates training logistics, delivery, and record-keeping.
   - **Senior Data Scientists / Biostatisticians:** Provide mentorship and deliver technical training.
   - **Collaborating Universities/Institutions:** Support joint training programs and resource sharing.

4. **FREQUENCY**

   - **Training:** Annual calendar with quarterly workshops or sessions.
   - **Mentorship:** Continuous throughout project lifecycles, with formal evaluations every six months.

5. **MATERIALS**

   - Training modules, manuals, and slides.
   - E-learning platforms (Moodle, Coursera, institutional LMS).
   - Statistical and programming software (R, SAS, Python).
   - Feedback and evaluation forms (pre/post training, mentorship assessments).

6. **PROCEDURE**

   1. **Needs Assessment:** DS&AS identifies skills gaps through staff surveys and project reviews.
   2. **Planning:** Develop annual training plan and mentorship framework.
   3. **Delivery:** Conduct workshops (in-person/online), seminars, and coding bootcamps.
   4. **Mentorship:** Assign senior staff to mentor junior staff and students on active projects.
   5. **Evaluation:** Collect participant feedback and assess skill improvements.
   6. **Documentation:** Archive training materials, attendance, and evaluations in DS&AS repository.

7. **REFERENCES**

   1. SOP 1: Statistical Analysis Plans – linking methods to training needs.
   2. SOP 14: Development and Validation of Computational Tools – ensuring training aligns with software standards.
   3. SOP 17: Reproducible Coding Practices – reinforcing best practices in training modules.
   4. Kenya Data Protection Act (2019) – compliance when handling participant data.
   5. KIPRE Institutional Training and Capacity Building Guidelines.
   6. Sandve, G. K., et al., 2013. *Ten simple rules for reproducible computational research*, PLoS Comput Biol.