

**Institute of Primate Research**

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

**STANDARD OPERATING PROCEDURE (SOP) DOCUMENT**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Approvals** |  |  |  |
|  | **Name** | **Signature** | **Date** |
| **Developed by:** | \_Patrick Waweru Mwaura\_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_6th October; 2025\_** |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Reviewed by:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Approved by:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

**Table of Contents**

[1. PURPOSE 4](#_Toc144316958)

[2. SCOPE 4](#_Toc144316959)

[3. PERSONS RESPONSIBLE: 4](#_Toc144316960)

[4. FREQUENCY 4](#_Toc144316961)

[5. MATERIALS 4](#_Toc144316962)

[6. PROCEDURE 4](#_Toc144316963)

[7. REFERENCES 7](#_Toc144316964)

# 

# 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.

# SCOPE

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

# 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.

# FREQUENCY

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

# MATERIALS

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

# 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.

# REFERENCES