

**Institute of Primate Research**

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**STANDARD OPERATING PROCEDURE (SOP) DOCUMENT**

**Reporting research results**

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| **Approvals** |  |  |  |
|  | **Name** | **Signature** | **Date** |
| **Developed by:** | \_Patrick Waweru Mwaura\_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_6th October; 2025\_** |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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# 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.

# SCOPE

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

# 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.

# FREQUENCY

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

# 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.

# 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).

# REFERENCES

To be provided