

**Institute of Primate Research**

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**STANDARD OPERATING PROCEDURE (SOP) DOCUMENT**

**Training and mentorship delivery**

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# 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).

# 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.

# 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.

# FREQUENCY

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

# 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).

# 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.

# 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.