

**Institute of Primate Research**

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**STANDARD OPERATING PROCEDURE (SOP) DOCUMENT**

**Reporting research results**

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| **Approvals** |  |  |  |
|  | **Name** | **Signature** | **Date** |
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# PURPOSE

To standardize the preparation, presentation, and dissemination of research results generated by DS&AS-supported projects, ensuring that all outputs are **accurate, reproducible, transparent, and compliant** with institutional, national, and international standards.

This SOP builds upon:

* SOP 1 – Policies and Strategies: Ensuring that reporting aligns with institutional data governance policies, FAIR principles, and best practices.
* SOP 2 – Alignment of DS&AS Processes with Institutional and National Regulations: Ensuring adherence to ethical approvals, legal requirements (Kenya Data Protection Act 2019), and institutional data-sharing policies.
* SOP 3 – Study Design and Statistical Consultation: Ensuring that reported results reflect pre-specified study designs and statistical plans.
* SOP 4 – Statistical Analysis Plans (SAPs): Ensuring that all analyses are conducted according to approved SAPs and that outputs are traceable and version-controlled.

This SOP covers the reporting of results in **Word documents, LaTeX/Overleaf outputs, PDFs, figures, dashboards, and other dissemination platforms**, promoting consistency, auditability, and reproducibility across all DS&AS-supported projects.

# SCOPE

This SOP applies to all DS&AS-supported projects across **biomedical, ecological, primatological, and translational studies**, covering all stages of result reporting from **analysis completion to dissemination**.

It includes:

* Preparation of internal reports, manuscripts, abstracts, and policy briefs.
* Generation of statistical tables, figures, and dashboards.
* Dissemination via publications, presentations, dashboards, or institutional repositories.
* Ensuring outputs are consistent with approved SAPs, study protocols, and ethical approvals.
* Version control, metadata documentation, and archiving for transparency and reproducibility.

# PERSONS RESPONSIBLE:

* **DS&AS Analyst/Statistician:** Prepares statistical tables, figures, dashboards, and ensures reproducibility of outputs according to approved SAPs and protocols.
* **Principal Investigator (PI):** Drafts narrative interpretation, integrates results into manuscripts, reports, and presentations, and ensures alignment with study objectives and SAPs.
* **Head of DS&AS:** Reviews all outputs for accuracy, methodological rigor, ethical and regulatory compliance, and approves dissemination to internal or external stakeholders.

# FREQUENCY

* **At Study Completion:** Reporting is mandatory for all final reports, manuscripts, dashboards, or publications.
* **Interim Analyses:** Conducted when requested by the Principal Investigator, sponsor, or institutional leadership for progress monitoring or decision-making.
* **Updates or Corrections:** Any post-reporting amendments must be documented, version-controlled, and archived in the institutional repository.

# MATERIALS

* **Reporting Templates:** Standardized Word and LaTeX/Overleaf templates for manuscripts, reports, and abstracts.
* **Statistical Software:** R, SAS, Python, or other approved tools for analysis and generation of tables and figures.
* **Visualization Tools:** Custom plots, Tableau, Shiny dashboards, or equivalent platforms for interactive and static result presentation.
* **Institutional Guidelines:** Data sharing, publication, and ethical reporting policies to ensure compliance with national regulations (e.g., Kenya Data Protection Act 2019) and institutional standards.
* **Version Control and Repository Systems:** For archiving and tracking all outputs, including metadata and version history.
* **Supporting Documents:** Approved SAPs, data dictionaries, and dummy tables to guide consistent reporting.

# PROCEDURE

1. **Step 1: Data Validation**  
   • DS&AS verifies the integrity, completeness, and consistency of datasets prior to reporting.  
   • Ensure alignment with approved Statistical Analysis Plans (SAPs) and data dictionaries.
2. **Step 2: Draft Outputs**  
   • Generate statistical tables, figures, dashboards, and other visualizations using reproducible scripts.  
   • Reference dummy tables and pre-specified outputs to ensure consistency.
3. **Step 3: Formatting**  
   • Apply standardized templates for Word, LaTeX/Overleaf, and other reporting formats.  
   • Ensure tables, figures, and narratives meet institutional and publication guidelines.
4. **Step 4: Internal Review**  
   • PI and Head of DS&AS review all outputs for accuracy, clarity, and compliance with ethical, regulatory, and institutional requirements.  
   • Feedback is documented and incorporated prior to finalization.
5. **Step 5: Finalization**  
   • Export and finalize reports in the required formats (Word, LaTeX, dashboards, PDFs).  
   • Assign version numbers and include metadata for traceability.
6. **Step 6: Archiving**  
   • Store final outputs in the institutional repository with full version control, audit trails, and metadata for reproducibility and regulatory compliance.
7. **Step 7: Dissemination**  
   • Share results with internal and external stakeholders, including journals, funders, and dashboards.  
   • Ensure compliance with institutional data sharing policies and privacy requirements during dissemination.

# REFERENCES

1. Kenya Data Protection Act, 2019.
2. KIPRE Institutional Data Sharing and Publication Policy, 2024.
3. FAIR Data Principles (Findable, Accessible, Interoperable, Reusable).
4. CONSORT 2010 Statement: Updated guidelines for reporting parallel group randomized trials.
5. STROBE Statement: Guidelines for reporting observational studies in epidemiology.
6. REMARK Guidelines: Reporting recommendations for tumor marker prognostic studies.
7. Institutional Standard Operating Procedures (SOPs 1–4).

# ****APPENDICES****

1. **Appendix A: Reporting Templates**  
   • Word template for internal reports and manuscripts.  
   • LaTeX/Overleaf template for manuscripts or technical reports.  
   • PDF template for dashboards or executive summaries.
2. **Appendix B: Data Management Tools**  
   • Approved datasets, cleaned and validated.  
   • Data dictionaries with variable definitions, coding, and formats.  
   • Dummy tables or shell tables for planned outputs.
3. **Appendix C: Visualization Tools**  
   • Scripts for generating figures and tables (R, Python, SAS).  
   • Interactive dashboards (Tableau, Shiny).  
   • Standardized figure formatting guidelines.
4. **Appendix D: Review and Approval Forms**  
   • Internal review checklist for DS&AS and PI.  
   • Approval form for Head of DS&AS sign-off.  
   • Version control log for archiving final outputs.
5. **Appendix E: Dissemination Guidelines**  
   • Stakeholder-specific reporting templates (funders, journals, internal leadership).  
   • Data sharing and privacy checklists to ensure compliance with DPA 2019.