#### Chief Scientist Office Form 4

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| **Final report**  **form** | **CSO reference number:** |

Please complete this form in Verdana 10 point font size

|  |  |
| --- | --- |
| Project title: | |
| Start date: | Finish date: |

Investigators:

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**Structure of final report:**

1. Summary
2. Original aims
3. Methodology
4. Results
5. Discussion
6. Conclusions
7. Importance for health policy/health service
8. Future research plans
9. Dissemination to date and future dissemination plans
10. Research workers
11. Financial statement
12. Executive summary (Focus on Research)

# **Appendix A**

**Guidance on preparing and submitting final reports**

**Format**

A final report of approximately 2,500-3,500 words is required at the end of each CSO-funded project. An electronic copy should be emailed to: [csograntapplications@scotland.gsi.gov.uk](mailto:csograntapplications@scotland.gsi.gov.uk)). The format should be as shown above and should include both a scientific summary and a ‘Focus on Research’ lay summary (see Appendix B attached). The ‘Focus on Research’ summary will be posted on the CSO website as soon as possible after the report has been accepted.

## Purpose

The purpose of a Final Report is to account for the monies spent, and to enable the Office and its advisers to determine whether the project has fulfilled its original aims, the data has been gathered and analysed to a satisfactory standard, and the findings have been presented in a clear and scientifically rigorous way. The Committee will also wish to see evidence that policy or service implications have been set out, and that dissemination is properly planned with evidence of progress.

**Changes from original application**

It is vital that any departures from the original aims or methods are fully justified and that a clear and transparent account is given of any difficulties faced (staffing, recruitment, etc.) and the steps taken to minimise the impact of any unforeseen difficulties. Such departures should have been agreed in advance with the CSO Research Manager and this will be evident from the summary of each project’s history that is presented to committee assessors. This includes any difficulties reported to CSO by the investigators which may have affected the timing of completion or the extent to which the project was able to achieve its objectives.

**Length**

The final report should be between 2,500 and 3,500 excluding tables. A word count should be included to demonstrate this guideline has been adhered to. This limit applies to both qualitative and quantitative reports. The final report is not a substitute for other forms of dissemination. Its purpose is to account for the use of funds and this word length should normally be sufficient. Only in exceptional circumstances will longer reports be accepted.

**Additional material**

Appendix material and published papers may be included with the final reports. Published papers are not acceptable in lieu of a final report. The appendix material will not always be studied in detail – especially if there is a great deal of it – so investigators should ensure that the key points are communicated in the body of the report.

Publications arising from the project should acknowledge CSO support. A copy should be sent to CSO in good time for the Office to brief colleagues within the Scottish Government prior to publication.

**Assessment**

Final reports are first reviewed by the Research Manager. If a report is not in the right format, or fails to provide an adequate account of how the objectives of the study have been addressed, the Research Manager may return it to the Chief Investigator (CI) for revision. CIs who are concerned whether their report meets the requirements for a final report are advised to send a draft to the relevant Research Manager as soon as they have agreed the content with their co-investigators. The Research Manager will inform the CI whether the report conforms to the guidelines and, if necessary, correspond with the CI until the report is in a suitable form to go to Committee. This should result in fewer reports being rejected on assessment

Each report is then assessed by the Chair and three further members of the CSO’s Research Advisory Committee, who also receive a copy of the funded application and any relevant correspondence between the CI and the Office regarding the conduct of the study. Committee members are asked to assess the conduct of the study and the quality of the report using the form at Appendix C, and to indicate whether any changes are required before the overall grade can be confirmed. If there is a discrepancy between members’ scores, the report may be discussed at a full Committee meeting. If a report is found to unsatisfactory, it will be returned for to the CI for revision. If a resubmitted report is again graded ‘unsatisfactory’ the final payment on the project will be withheld and the Chief Investigator will not be able to apply for further CSO funds for a period of 12 months from the date of the Committee discussion.

**Action following assessment**

Once a final report has been accepted, the final payment will be made, and the ‘Focus on Research’ summary added to the CSO website. Reports may also be made available to colleagues within the Scottish Government, or in response to requests from other interested parties. CIs will be notified when such requests are received.

**Appendix B**

Guidelines for the preparation of Executive Summaries

The aim of Focus on Research summaries of final reports is to improve access to your research and to stimulate interest in the final report. These summaries can also be used by CSO to disseminate information concerning the projects we fund throughout NHSScotland. Preparation of the summary (and indeed the whole report) should also encourage you to consider how the findings may contribute to the development of health service policy and practice and to formulate your thoughts about the direction the research should take in the future.

The text of the summary should be easily understandable and describe the main results and potential practical implications. The executive summary is intended to be read without reference to the report as a whole and therefore some constraints apply:

* the summary should not contain references
* any abbreviations or specific terms should be explained
* a contact for obtaining copies of the full report must be given
* the text should be readily understandable (written to be understood by the layperson with no jargon)
* it should focus thoughts on how the study findings fit into the bigger picture
* it must be presented in the required format
* it must be returned to CSO in electronic format (along with the final report)

Format

A standard format is required as on the template which can be downloaded from the website. Please note:

* The section headings are given and all should be included, although the relative sizes of the sections is flexible (the template is in 2 columns, and the text will automatically wrap to the next column)
* Click on the line below a section heading to insert the text
* Please leave one free line between sections
* Please use the fonts as set (Verdana, 11 point for headings and 10 point for text) and do not use smaller font sizes in an attempt to include more information
* The summary as a whole must not exceed the one page given in the template

Sections

**Aim:** a short description of what the study set out to achieve including background if required for the following text to be understood

**Project outline/methodology:** how the study was carried out, including criteria for participants, tests carried out etc

**Key Results:** highlight the significant findings of the study

**Conclusions**: short statement of the outcome of the study - did it achieve its aims?

**What does this study add to the field?**: this should summarise what was previously known and how these data add to the body of knowledge

**Implications for practice or policy**: this should describe whether this study could potentially lead to changes in practice or policy

**Where to next**: this should state what further research naturally follows on from the completed study

If the Focus on Research page of your report is not in the required format, is not easily understandable, does not stand alone from the report or is not received in electronic format, it will be returned to you for editing. A member of CSO’s Public Involvement group will also comment. Failure to revise the summary may result in delays in the final payment of the grant being issued.

Executive summaries will be posted on our website after consideration at the relevant advisory committee meeting. CSO conducted a review of journal policies towards publication of summaries on the web and this suggested that most leading journals would not reject papers for this reason (this is not unlike having an abstract published at a Conference). Any concerns that posting of the Summary on the website may lead to rejection of a paper by a journal should be directed to the relevant Research Manager.

**Appendix C**

**CSO Final Report Assessment Form**

Member's Name:

Project title:

File Reference:

**1. Please answer the following questions in relation to the conduct of the research**

Please highlight or circle the relevant answer

1.1 Has the project fulfilled its original aims? Yes In part No

1..2 Did the researchers use the methods originally set out? Yes In part No

1.3 Was an adequate sample size achieved? Yes In part No

1.4 Were adequate steps taken to address any problems encountered?

Yes In part No

**2. Please answer the following questions in relation to the quality of the report**

2.1 Are sufficient data presented to report the findings? Yes In part No

2.2 Are the conclusions supported by the data? Yes In part No

2.3 Is the report clearly presented? Yes In part No

2.4 Are policy/service implications set out? Yes In part No

2.5 Is there a clear dissemination plan? Yes In part No

**3**. **Please indicate below any points that should be brought to the CI’s attention, and any changes that are required to the report before the grade at Question 4 can be confirmed.**

**COMMENTS**

**4. Taking into account the conduct of the study and the quality of reporting, what is your overall assessment of the study**

Please highlight or circle the relevant answer

**SCORE:** Excellent Good Satisfactory Unsatisfactory

**Unsatisfactory** Projects with significant unexplained departures from the original study protocol, or with significant flaws in reporting.

**Satisfactory** Projects which have been conducted and reported adequately.

**Good** Projects which have been conducted and reported well, and produced important findings.

**Excellent** Projects which are clearly outstanding in terms of study conduct, reporting and the value of the findings.