Standard Operating Procedure

Project Reports

Document Control Sheet

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Final 1	30/01/2006	Initial	Marie Frew
Final 2	01/09/2022	R&D to RDI, Update WIs to template	Colin Irving
v03.0	11/04/2025	Updated to remove references to annual progress reports and incorporate WIs	Amanda Kiddell

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Dissemination Arrangements:

Intended audience:	Method:	Date:	Version:
RDI Project Team	Accessed on shared drive	See spreadsheet	01.0
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Linked Documentation:

Document Title:	Document File Path:
Final Report Proforma	R:\Project Team\Proforma\Blank Proformas\R&D Final Report v4 Jan 2014.doc
Final Report Email Template	R:\Project Team\Proforma\Email Templates\final report email text.doc

BACKGROUND

All projects should be reported on in accordance with ICH GCP guidelines, EU Directive regulations and UK Policy Framework for Health and Social care Research 2017

It is essential that project reports are submitted timeously at the end of a study. It is a condition of RDI Management approval that each project submits a final report at the end of the study.

Reporting on projects is the responsibility of the researcher and reminders are sent from the RDI Office.

PURPOSE

To describe the procedure for requesting and processing reports received for a Research & Development project.

SCOPE

Lead R&D Facilitator
R&D Coordinator
R&D Assistant

RESPONSIBLE PERSONNEL

Head of Research, Development & Innovation
Senior Research Advisor
Lead R&D Facilitator
R&D Coordinator
R&D Assistant

ABBREVIATIONS

Chief Investigator – CI
Good Clinical Practice – GCP
International Conference on Harmonisation – ICH
Principal Investigator – PI
Research, Development & Innovation – RDI
Research & Development – R&D
Scottish Research Database Application - SReDA
Standard Operating Procedure – SOP

PROCEDURE
WHO?

The RDI team member will issue reminders to researchers asking them to submit a final report reports when they are due.

WHEN?

Final reports for R&D projects should be requested at the end of the study.

HOW?

1. Once a project has been approved and set up on the SReDA database, the Lead R&D Facilitator or the R&D Coordinator will add reminder of when the final report is due on the project reminders section of SReDA. This will then highlight the report that is due at the requested time on the work area page on SReDA.

2. Final reports will be requested at the end of the project.

3. Final reports will be requested every 90 days until 2 years after the study has ended. If a report is not received after 2 years then manually close off the study.

4. The RDI Team member will access reminders for the final reports that are due from the "Workarea" tab from SReDA and send out an email request for the report to the PI/study coordinator sending out relevant template.

5. The RDI Team member will then follow Work Instruction 1 below.

6. If the project should end prematurely then the RDI Team member should ensure that a final report is requested and the date is updated on the reminder on SReDA.

7. If the project is granted R&D approval for an extension, then the RDI Team member will amend the date on the project reminders page on SReDA for requesting a final report.

8. On receipt of a project report the RDI Team member will follow Work Instruction 2 below.

OTHER RELATED PROCEDURES;
List of other SOPs referenced in the document, or related to the procedure.

REFERENCES

UK Policy Framework for Health and Social Care Research

APPENDICES:

Appendix A - Final Report Proforma
Appendix B - Final Report Email Template
Appendix C - Work Instruction 1 – Requesting Project Reports
Appendix D - Work Instruction 2 – Receipt of Project Reports

Appendix A

RESEARCH & DEVELOPMENT FINAL REPORT

NHS
Ayrshire & Arran

<div style="border:1px solid black">

A Final Report is required when project is complete.

</div>

Please check dates below for accuracy and amend if appropriate			
RDI No (to be completed by RDI)	**Start Date**	**Project End Date**	**Local Recruitment End Date**

PI/CI:	

Project Title:	

Patient/Sample Recruitment:	
Planned Recruitment: (In Ayrshire & Arran) (number taken from SSI form)	
Total no of patient/subjects recruited: (In Ayrshire & Arran)	

Summary of results/findings (approx 250 words)

Dissemination of Results

Please specify method(s) used to disseminate findings/report implementation of recommendation (tick all that apply)

Oral Presentation		Written Presentation		Other Dissemination	
Presentation at National Level		Publication in Professional Journal		Poster Presentation	
Presentation at NHS level		Written report to Dept/Dir/Unit		Other (specify below)	
Presentation to Colleagues EXT		Written report to NHS			
Presentation to Colleagues INT		Written report to other (specify below)			
Presentation at CE/RDI Forum					

Permission	
Part of the dissemination of your results requires publicising the conclusions of your study on the Research and Development AthenA site by using a short synopsis (maximum 100 words) along with your contact details. Please use the space below to add your synopsis and contact details for the AthenA site.	

Final Report Structure

Please attach Final Report to this proforma.

Final Report should include summary, original aims, methodology, results, discussion, conclusions, importance to NHS and possible implementation, future research, dissemination, research workers and final financial statement.

Form Completed by		
Print Name:	**Sign:**	**Date:**

For Completion by RDI office

Dissemination of final report to reviewers:

Reviewer Name	Date of Dissemination

Completed by (RDI Staff)_____

Date_____

Appendix B

Dear XXXX

According to our records, the above study has ended.

In order that we may close and archive the file, I would be grateful if you could confirm the actual end date and complete and return the attached final report proforma.

We will also require a copy of the full final report and would be obliged if you could forward this when available.

Kind Regards

XXXX

Appendix C

Work Instruction 1 - Requesting Final Project Reports

1. Navigate to the "Work Area" tab on SReDA to find the studies with overdue and upcoming reports.

2. Click on the project number of the study with the report you want to view. It will take you to "project reminders" tab on that specific project.

3. In the "project reports" box, it will describe what kind of report is due –; what the due date is and the "comments" box will describe any attempt to request the report already. If there has been, check emails in project file in shared drive and follow up with these emails.

4. Use email template (Appendix B) and copy and paste the text into an email and send to either the PI, our local contact/nurse or CI. You can also contact the Sponsor (and the Academic Supervisor for student projects) if researcher does not respond.

5. Then click on "Attach File" on the email and insert the report proforma (Appendix A) into email.

6. Update "Project Reminders" tab at "project reports". Change due date to the date for chasing up report – 90 days later. Update the comments box with date you requested report (e.g. 09/09/15 – requested final report).

7. Remember to click the "update project report" button.

Save sent email in project file in shared drive

Appendix D

Work Instruction 2 – Receipt of Project Reports

1. On receipt of report save to appropriate project file in shared drive under folder "Progress Reports". Save email too.

2. Check details on report
   a. How many recruits does it say compared to our records?
   b. Does the end date match our end date?

3. Update "Project Reminders" tab. On "completed date" box put date received and remember to click the "update project report" button. Record of report will move into "Completed reports" section.

4. Check the status on "Management" tab is set to "completed" and update end date.

5. Also, on "recruitment" tab, update recruitment end date if just getting this information for the first time.

6. If the final report received is only a proforma, not a full report, update comments on "project reports" tab to say "await full final report". Find out from researcher when this is due and update the "due date" box to remind you to request this.

Send a copy of final report to anyone local that had been involved as an investigator or local reviewer, from the service area. This excludes Finance and Information Governance