

Health Services Research and Development Service (HSR&D) Project Final Reports

NOTE: The following instructions are effective January 1, 2009 and apply to projects whose project end date is 1/1/2009 or later. Projects with end dates of 12/31/08 or earlier must follow the September 2008 Final Report Instructions which can be found on the HSR&D web site.

1. PURPOSE. HSR&D has an ongoing interest in the progress and accomplishments of the research activities it sponsors. HSR&D-funded investigators, along with facility-level R&D committees (R&D), are expected to provide information to Central Office that will allow HSR&D staff to monitor progress and outcomes of funded research activities. The HSR&D project Final Report serves the following purposes:

A. Identifies important research findings and appropriate audiences for dissemination of research results

B. Provides needed information that is not already available in another form

2. RESPONSIBILITY. The Principal Investigator (PI) of each research project funded by HSR&D is responsible for submitting the project Final Report. HSR&D will neither review proposals from nor release new HSR&D funding to a PI who has an overdue Final Report until the Final Report(s) is(are) received.

3. LOCAL REVIEW. The project Final Report must be reviewed and approved by the R&D committee.

4. DUE DATE. Final Reports are due within 90 days of the project's official end date. In rare circumstances, an extension of the due date can be requested. Requests for additional time to prepare the Final Report must be submitted to the assigned Scientific Program Manager (SPM) through the Associate Chief of Staff (ACOS) for R&D.

5. DETAILED INSTRUCTIONS FOR COMPLETING THE FINAL REPORT

A. Format. The Final Report must be submitted using the ART web site (<http://art.puget-sound.med.va.gov>). Instructions for submitting the Final Report using the ART web site are also available in the ART documentation.

Note: The complete, approved Final Report (including appendices) will be available to all ART users via the ART web site. The approved Final Report Abstract will be posted on the HSR&D web site.

B. Components. The Final Report should provide a comprehensive, but concise description of the research conducted the results (positive and negative), implications, and suggestions regarding dissemination and/or implementation of findings. The following components must be submitted via the ART web site: (1) Transmittal Letter, (2) Title Page, (3) Final Report Abstract, (4) Final Report Narrative, and (5) Appendices.

(1) Transmittal Letter. The Final Report must be approved by the local R&D Committee and a transmittal letter describing the research that was conducted must accompany the Final Report. The transmittal letter, addressed to the Director, HSR&D (124) must be signed by the PI, the ACOS/R&D, the facility Director, and, if applicable, the Chairperson of the project steering committee. In addition, if the PI is located at an HSR&D Center, the transmittal letter must be signed by the Center PI. These signatures certify that the Project Final Report accurately describes the research conducted, the results obtained, and that the signing officials approve the Final Report. The PDF copy of the letter must be uploaded to the ART web site.

(2) Title Page. The title page provides information that identifies the project and investigators. The ART system will automatically populate this information. The PI must review the title page for accuracy of information.

(a) The first line should state: “Final Report for HSR&D project identification number (for example, IIR 08-123).” On subsequent lines, list: the project title, PI (and co-PI) name(s) and degrees, dates of project funding (for example, April 1, 2005-March, 31, 2008), and Final Report date (for example June 30, 2008).

(b) Include a disclaimer indicating that the Final Report presents the findings and conclusions of the author(s); and that it does not necessarily represent the Department of Veterans Affairs (VA) or HSR&D.

(c) At the bottom of the page, include a statement acknowledging HSR&D support in the following form: "This research was supported by the Department of Veterans Affairs, Veterans Health Administration, Health Services Research and Development Service." If applicable, identify any other sources of funding.

(3) Final Report Abstract. The purpose of the Final Report Abstract is to provide HSR&D with a brief summary of research progress and activities for a completed project. The Final Report Abstract will be published on the HSR&D web site.

The Final Report Abstract should be completed in the same format as the Annual Project Abstracts previously entered into the ART system. HSR&D Project Abstract Submission Guidelines can be found at http://www.hsrd.research.va.gov/funding/reporting_guidelines.cfm.

Please ensure that the Methods section describes the study design, settings, study population, and intervention or exposures (if any). The content and order of these items is comparable to current journal abstract requirements.

(4) Final Report Narrative. The Final Report is used by HSR&D as the basis for dissemination of information about the study. The Final Report (including the Final Report Abstract, body of the Final Report, and any Appendices) will be available on the ART intranet web site to registered ART users but will NOT be available on the internet.

(a) The Final Report should delineate major research findings and the implications for clinical care, management, future research, and/or policy. The writing must be clear and use non-technical language. Important caveats or qualifications need to be indicated. Specifically the Final Report must describe: Background; Objectives; Design; Setting; Participants/Patients; Interventions or exposures (if any), Measurements and Outcome Measures as appropriate; Results; Limitations; Discussion; and Conclusions. In some cases, this information can be drawn from prepared manuscripts or the annual abstracts previously entered into ART.

(b) The following table and subsequent text summarize the page limit recommendations, order, and content requirements of the Final Report sections. These sections are also included in ART. Each section should be submitted using plain text only. Any special formatting (e.g., italics, bold text, bullets, tables, tabs) will be lost once submitted.

Section	Page Limit Recommendations
1. Background	½ page
2. Objectives	½ page
3. Methods	2 -3 pages
a. Design	
b. Setting	
c. Participants/Patients	
d. Interventions or Exposures (if any)	
e. Measurements/Outcome Measures	
4. Results	2-3 pages
5. Discussion	1-2 pages
a. Limitations	
6. Conclusions and Impacts	1 page
7. Alerts and Recommendations to HSR&D	½ page

1) Background: Indicate why the study was undertaken and describe the context of the research, especially its VA context.

2) Objectives: List all objectives that were approved for funding. This section should and the rationale for any hypotheses that were tested.

3) Methods:

a) Design. Include a narrative section about the type and timeframe of the study that was conducted, data sources, sampling, recruitment, data extraction/collection and statistical methods and analyses as appropriate.

b) Setting. Include a narrative section about the sites or settings in which data were collected as appropriate.

c) Participants/Patients. Include a narrative section about the most salient characteristics of individuals in the study sample in sufficient detail so that the reader could judge how well the sample is representative of the population from which it was drawn and how comparable the study population is to other populations for which the results of the study might be relevant.

d) Interventions or Exposures. Include a narrative section about the condition, phenomenon or treatment which was experimentally or statistically manipulated in sufficient detail so that the study would be reproducible.

e) Measurements/Outcome Measures. Include a narrative section about any tests or measures used, including, as appropriate, psychometric properties or other characteristics of the instrument relevant to using the test or measure.

4) Findings: Summarize findings related to each of the stated objectives. Include both positive and negative findings. For each highlighted finding, identify the publication that describes the finding in detail if appropriate.

5) Discussion. Discuss the significance of the study and the implications for clinical care, health care policy, or future research. Indicate how study results compare to other published work or existing policies, practices or guidelines. Describe how the findings contribute to knowledge in veteran-centric terms. Be sure to identify any significant changes in the scope of the project or specific aims, research designs or methods, and discuss the implication of the changes to the conduct of the study. Describe other substantive issues that arose during the conduct of the research, for example, planned activities that were not completed, and activities that had to be added or revised.

a) Limitations. Discuss any limitations of the study and any ways in which you attempted to mitigate them through study design, methods or analyses. Identify limits in applying the findings to other populations, settings or circumstances.

6) Conclusions and Impacts: Provide a brief recapitulation of the results, outcomes, and implications of the study in lay language. Describe how the

findings contribute to knowledge in veteran-centric terms. Suggest directions for future research and steps to advance scientific knowledge in topic area.

7) Alerts and Recommendations to HSR&D. Identify any unpublished finding that may warrant external review or results that may be controversial. Note findings that may receive media attention. Indicate potential audiences for the study results and any dissemination efforts already undertaken or strategies to disseminate information.

(5) Appendices. There are two appendices to be included with the Final Report. Each appendix should start on a new page. If an appendix is not applicable to your project, indicate so by checking the box “Not applicable to this project.”

Appendix 1: Product List. List in a table (provided in ART) any products that resulted from the project. Examples include: educational or training aids, computerized reminder systems, treatment algorithms, programs for abstracting and organizing Veterans Health Information System and Technology Architecture (VistA) data, etc. Information to include in the table: Name of the product, details of the nature and potential use of the product, applicability to various populations and settings, and contact information for requesting details.

Name of Product	Description	Potential Use	Applicable Populations	Applicable Settings	Contact Information
“Quit Now”	Smoking cessation booklet of advice and tips	Educational adjunct to cessation classes	Smokers who have tried to quit before	Outpatient; primary care	Erewhon VAMC Primary Care

Appendix 2: Discussion of Project Changes (if applicable): Identify significant changes in specific aims, methods, project budget, timeline, or key personnel that required, in accordance with HSR&D policy, a project modification and prior approval by HSR&D. Discuss the implication of the changes to the conduct of the study.

(6) Publications/Citations

The Final Report will automatically include a list of bibliographic citations resulting from the project that have been reported to your Center's ART Coordinator(s). Review the current list of publications linked to the Project. Refer to the ART documentation on the ART web site (<http://art.puget-sound.med.va.gov>) for instructions on reporting publications and citations.

Subsequent to submission of the project Final Report, PIs are required to report all future dissemination activities to Central Office as soon as they receive notification

of acceptance, for either publication or presentation, of any information related to the project. The PI must also notify their ART Coordinator(s) at the same time.

6. SUBMISSION. The Final Report must be submitted electronically via the ART web site (<http://art.puget-sound.med.va.gov>) by the due date. All specified components must be included. Please refer to the ART Documentation for instructions for using the ART web site.

Once all components of the Final Report have been entered and uploaded, the full report can be reviewed using the “View Full Report” feature on ART. The full report will include the transmittal letter, cover page, Final Report Abstract, Final Report Narrative, appendices and list of citations in one PDF document.

7. INQUIRIES. The PI’s local R&D Office is the appropriate initial contact for inquiries about Final Reports. Other questions about submission and review of HSR&D Final Reports may be directed to the assigned Scientific Program Manager.

8. RESPONSIBILITIES OF HSR&D. HSR&D is responsible for approving or disapproving the Final Report.

A. HSR&D conducts administrative and content reviews of each Final Report. HSR&D may disseminate Final Report results to VA leadership. In addition, the Final Report may be sent to one or more external reviewer(s) to help assess the validity, significance, and implications of the findings, and to identify appropriate audiences for dissemination. If reviewers have any significant concerns about the Final Report, HSR&D will communicate with the PI, and revisions may be required.

B. HSR&D notifies the PI and ACOS for R&D when review of the Final Report is complete and shares with the PI any written critiques or recommendations. Prior to notification of approval by HSR&D, the Final Report is not to be distributed except to individuals who served on the research team.

C. The complete, approved Final Report (including appendices) will be available to HSR&D, the PI, and the Center Administrative Office (AO) via the ART web site. The approved Final Report Abstract will be posted on the HSR&D web site. HSR&D may choose to make the Final Reports available to other registered ART users or post Final Reports on the HSR&D web site in the future.

D. If, subsequent to approval of the Final Report by HSR&D, the PI materially changes any conclusions or recommendations, an amended report must be submitted promptly to CO.