**Guidance Notes and Final Report Template for Research Challenge**

**Guidance Notes**

This template will outline the components to address for your final award reports. You are required to submit this report (~3-5 pages) at the completion of your research project. See template below Guidance Notes. The following information/sections:

**Identifying information**

* Competition Name
* Title of Project
* P.I. and co-investigators
* Project timeline: Month and year of both project initiation and completion
* Keywords
  + Five to ten keywords/phrases representing the main content of the report, including but not limited to:
    - Field of research (e.g. Dementia care)
    - Community of care (e.g. Vancouver acute, Vancouver Community, Richmond, and/or Coastal)
    - Patient population
    - Study design
    - Intervention

**Report Structure**

* Abstract
* Background†
* Methods†
* Results
* Discussion
* Conclusion
* Acknowledgements
* Budget
* References
* Appendices (if required)

†These sections can come from the award proposal

**Selection Section Guidance Notes**

**Abstract:**

* The Abstract should not exceed 350 words.
* Please minimize the use of abbreviations and do not cite references in the abstract.
* The abstract must include the following separate sections:
  + Background: the context and purpose of the study
  + Methods: how the study was performed and statistical tests used
  + Results: the main findings
  + Conclusions: brief summary and potential implications

**Methods:**

* Include the following sub-sections (modify if required)
  + Study design; include objectives of the research project (as stated in award application)
  + Setting
  + Data collection
  + Data analysis
  + Sample
  + Ethics

**Discussion:**

* Whether the results met objectives have been achieved
* Impact on patient outcomes and/or the patient experience
* Plans for practice change (if any)
* Plans for future research related to this research project (including other applications submitted or funded) (if any)
* Limitations
* Knowledge Translation: Is there a potential for publication, invited talks, other presentations or KT activities? Do you think your project would qualify for additional KT top-funding or to be rolled-out as an implementation project as a part of the [KT Challenge](http://www.vchri.ca/ktchallenge)?
* Learning and Recommendations
  + What have you learned about conducting research and the research process
  + If applicable, comment on relationship with your research mentor
  + Do you have any recommendations for the Research Challenge staff going forward

**Budget**

* Use of the funds received (can be a detailed list or a general description)
* Was the project on budget? If not, what were the causes and how did you adjust for this?

NOTE: In addition to the staff at VCHRI and VCH Professional Practice, the readers of this document may include (but are not limited to) VCH management team members and future new funders. The funding organization and the funder’s staff as well as their past and potential donors will also be reading this report. Please consider this in your choice of language.

\*Delete the above section before submitting\*

# Final Report – 2017 VCH Research Challenge

Research Challenge Project Title: Subtitle

**Principle Investigator(s):**

Eric Liow (Research Education and Internal Awards Coordinator, VCH Research Institute)

First name Last Name (Role, Affiliation)

**Co-investigator(s):**

Kerri Abramson (Research Education and Internal Awards Manager, VCH Research Institute)

First name Last Name (Role, Affiliation)

**Project timeline:** January 2017 – December 2017 (project initiation and completion dates)

**Keywords:** Five to ten keywords/phrases representing the main content of the report: Field of Research, Community of care, Patient population, Study design/Intervention, Outcome(s), Methods, etc.

# Abstract

**Background:** the context and purpose of the study

**Methods:** how the study was performed and statistical tests used

**Results:** the main findings

**Conclusions:** brief summary and potential implications

# Background

The Background section should explain the background to the study, its aims, a summary of the existing literature and why this study was necessary or its contribution to the field.

# Methods

**Study design:** the aim, objectives and design.

**Setting:** setting of the study.

**Sample:** the characteristics of participants and/or the sampling procedure.

**Data collection:** a clear description of all tools and procedures use to collect data.

**Data analysis:** the type of statistical or qualitative analysis used, including a power calculation if appropriate.

**Ethics:** studies involving human participants, human data or human tissue must: include a statement on ethics approval and consent (even where the need for approval was waived); include the name of the ethics committee (UBC Clinical Research Ethics Board or Behavioural Research Ethics Board) that approved the study and the committee’s reference number if appropriate.

# Results

This should include the findings of the study including, if appropriate, results of statistical analysis which must be included either in the text or as tables and figures. Please use sub-headings as necessary.

# Discussion

This section should discuss the implications of the findings in context of existing research and highlight limitations of the study. See above guidance notes.

# Conclusion

This should state clearly the main conclusions and provide an explanation of the importance and relevance of the study reported. See guidance notes above.

# Acknowledgements

Please acknowledge the project funders and anyone who contributed towards the study. Authors should obtain permission to acknowledge from all those mentioned in the Acknowledgements section. Please acknowledge your funding according to your award decision letter statement.

# Budget

See guidance notes.

# References

Insert reference list. Any citation style is appropriate.

# Appendix

Insert any appendices as needed.