

## GUIDELINES FOR SUBMITTING FINAL REPORTS

**1. REQUIREMENTS.** Rehabilitation Research and Development (RR&D) Service requires that Principal Investigators (PI)s provide a comprehensive Final Report, describing in detail the scientific progress of all completed research projects. The report is due no later than 1 month from the completion date of the project, and is to be sent electronically to [final@vard.org](mailto:final@vard.org).

*NOTE: Future consideration of proposals by the investigators is contingent upon the timely submission of a final report as required.*

### a. General Information

(1) This report needs to be of professional quality providing a full description of the study and scientific accomplishments.

(2) It needs to include:

(a) A statement of the problem, background, research methodology, analysis of results, conclusions, and publications.

(b) Identification of benefits of this research to veterans, implications for technology transfer, and clinical applications.

(c) Patents and awards.

(3) The Associate Chief of Staff (ACOS) for Research and Development (R&D), and the facility Director need to sign the report to indicate local R&D Committee approval.

b. **Publication.** The final report will be used for dissemination of information, via the RR&D web-site. Therefore, the report needs to concisely describe the key elements of the study's purpose, design, and results. *NOTE: Investigators are assured that their research interests will be protected in this publication process.*

**2. FORMAT.** Three hard copies of the report are required, and a plain .TXT file via e-mail. The report is to be printed on pages with at least a 1 inch margin on all sides, and in a standard typeface such as 12 point courier font, using word processing or desktop publishing software. Use a laser or letter quality line printer. The plain .TXT file is to be sent by e-mail to [final@vard.org](mailto:final@vard.org).

### a. Outline of Report

(1) **Title Page.**

(2) **Table of Contents.** *This needs to be fairly detailed. List major headings and subheadings and their initial page number.*

(3) **Key words.**

(4) **Introduction.** *NOTE: Include research objectives, background (two to three paragraphs), and literature review.*

(5) **Methods.**

(6) **Results** (in detail).

(7) **Discussion and implications** (in detail).

(8) **Clinical significance of the research.**

(9) **Potential for technology transfer.**

(10) **Publications.**

(11) **References.**

(12) **Index.**

(13) **Appendices.**

b. **Content of Report**

(1) **Title Page.** Include the:

(a) Title of project;

(b) Full names;

(c) Degrees;

(d) Addresses, telephone and fax numbers, and e-mail addresses of the PI and Co-PI(s); and

(e) The principal research site.

(2) **Key Words.** Three to ten key words, preferably terms from the Medical Subject Headings (MeSH) from Index Medicus need to be provided.

(3) **Introduction.** Encompass the project's purposes and context. Why was this project started? What did it set out to accomplish and why? What was the purpose of the study?

(4) **Background and Literature Review.** This should be a logical extension of the introductory remarks. Referring to appropriate literature and other information sources, lay the foundation for the research project and the approach taken. Describe the conceptual framework for the study. What does the current project contribute to scientific knowledge in general or the VA health care system in particular?

(5) **Methods.** What was done? How was it done? Where and when was it done? Who did it? Were any design changes required after the initial conceptualization of the study? Who were the subjects and how were they selected? Details need to be sufficient to permit another competent investigator to replicate your research.

(6) **Results.** What was found? Several subsections may be needed to explicate findings in detail. If complex analytic methods were used to derive results, their essence needs to be described in an introductory section, as should sources of data, if the reader needs this information to understand the results.

(7) **Discussion and Implications.** What is the meaning of what was found? What is the potential impact on health care? Who is most likely to benefit from the results of this research?

(8) **Publications.** Complete and accurate list of recent publications for the past 2 years including publication title, date, volume, issue number, and page numbers.

(9) **References.** References are to be placed at the end of the report. *NOTE: If the report is set up in chapters, references may be placed at the end of each chapter.* In any case, use a consistent and widely accepted format, such as that recommended in the American Medical Association Manual of Style of the National Library of Medicine Recommended Formats for Bibliographic Citation. *NOTE: Authors are responsible for the accuracy of their references.*

(a) References are to be typed separately, double-spaced, and numbered consecutively in the order in which they are first mentioned in the text.

(b) References first cited in tables or figure legends are to be numbered so that they will be in proper sequence with references cited in the text.

(c) "Unpublished observations" or "personal communications," for which the author has secured permission of the person cited, need to be treated as footnotes and not be included in the numbering of the references.

(10) **Index.** An index listing key words and phrases (preferably using MeSH terms) with page citations can be very helpful to readers interested in specific topics covered in the report. Most word processing software programs include the means to automatically create an index as the report is generated.

(11) **Illustrations.** Include figures, tables, or photographs.

(a) Figures, Graphics and Photos. Figures, graphics and photos may be used for clarifying the text.

(b) Tables. Tables are not to duplicate material in text or illustrations.

(c) Mathematical Formulae. Narrative notes of explanation and definitions of terms needs to accompany mathematical treatments.

(d) Metric System. The Metric System is requested for use in all quantities in text, tables, and figures.

**3. CORRESPONDENCE.** The final report must be approved by the facility R&D Committee, and transmitted, through the ACOS or Coordinator of R&D, to RR&D Service.

a. The final report is to be mailed to:

Merit Review Final Report Coordinator  
Program Analysis and Review Section (122P)  
Rehabilitation Research and Development Service  
Department of Veterans Affairs  
810 Vermont Avenue, NW  
Washington, DC 20420

b. If sent via Federal Express, Express Mail, or other carrier that hand delivers, the following address is to be used:

Merit Review Final Report Coordinator  
Program Analysis and Review Section (122P)  
Rehabilitation Research and Development Service  
Department of Veterans Affairs  
810 Vermont Avenue, NW  
Washington, DC 20420

*NOTE: Phone: (202) 254-0255.*

**4. INQUIRIES AND ADDITIONAL INFORMATION.** Inquiries may be directed to RR&D Service, Program Analysis and Review Section (PARS), at (202) 254-0255. For additional information, visit the RR&D web-site: [www.vard.org](http://www.vard.org).