RESEARCH PROJECT LIFECYCLE

Research Outcomes Report

Stage: Final Analysis · Previous template: Delivery Tracking and Regular Review · Next templates: Benefits Assessment, Gate 4 Review and Root Cause Analysis

How to use this form

The Research Outcomes Report sets out **what the study found, as pre-registered**. It has a fixed structure, so every report can be compared with its plan, and every finding is reported whatever it shows.

- **Who completes it:** the Research Lead.
- **When:** in Final Analysis, once the final outcome data is available.
- **Who reads it:** decision-makers, delivery staff, partners and funders. Section B is written for people who will read nothing else.
- **Report against the plan.** Report every pre-registered outcome, in the way the plan said it would be analysed. Say whether each result is statistically significant.
- **Keep exploration separate.** Anything not in the plan goes in section E, clearly labelled. It is an idea to test, not a finding.
- **Be honest about null results.** A null result from a well-powered study is useful evidence. A null result from an underpowered study is not proof that something does not work.

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A. The report

Field	Your answer
A1. Project title *(essential)* As on the Full Research Plan or protocol.	
A2. Project reference From the Research Portfolio Register.	
A3. Research Lead *(essential)* Name and role.	
A4. Plan and registration *(essential)* The plan or protocol version the analysis follows, and the pre-registration reference.	
A5. Report date *(essential)*	Date: ____ / ____ / _____

Field	Your answer
A6. Report version *(essential)* For example, version 1.0.	

B. Plain-language summary

Write this section last, in plain words, for someone who will read nothing else. Keep it to half a page.

Field	Your answer
B1. What we tested and why *(essential)* The question, the treatment, who took part, and why it mattered.	
B2. What we found *(essential)* The main result in plain words, with the size of the difference. Say whether it is statistically significant, and how confident we can be.	
B3. What it means *(essential)* What should happen next, and who should act.	

C. What happened

Field	Your answer
C1. Participant flow *(essential)* For each group: the number referred, allocated, who received what they should, followed up, and included in the analysis. Attach a flow diagram.	
C2. Delivery in every group *(essential)* Delivery against the acceptable level in each group, crossover, and any change in practice at control sites. Take this from the Delivery Tracking and Regular Review record.	

Field	Your answer
C3. Response rate in each group If data was collected by questionnaire: the final response rate in each group against the target. Write "Not applicable" otherwise.	
C4. Changes from the plan *(essential)* Every amendment after sign-off, when it was made, and why. Write "None" if there were none.	

D. Results, as pre-registered

Field	Your answer
D1. Primary outcome *(essential)* The result for each group, the difference between them, the confidence interval and the p-value, with the number in each group. For other designs: the main finding against the main research question.	
D2. Is the primary result statistically significant? *(essential)* Pick one.	☐ Yes, statistically significant ☐ No, not statistically significant ☐ Not applicable: no statistical test
D3. Secondary outcomes Each pre-registered secondary outcome, reported in the same way. Report all of them, including those with no difference.	
D4. Pre-registered subgroup analyses Only the subgroups named in the plan.	
D5. Other findings For example: findings from interviews or questionnaires that explain how and why the results came about.	

E. Exploratory analysis

Anything not in the plan. These are ideas to test in a future study, not findings.

Field	Your answer
E1. Exploratory findings What you looked at, what you found, and why it might be worth testing. Write "None" if there were none.	

F. Limitations

Field	Your answer
F1. Limitations *(essential)* For example: delivery below the acceptable level, crossover, dropout, a low or uneven response rate, someone learning the allocation, or a change at control sites.	
F2. Was the study powered to detect the smallest change that matters? *(essential)* Pick one, then explain. If the result is null and the study was underpowered, say clearly that it cannot show the treatment does not work.	☐ Yes, adequately powered ☐ No, underpowered ☐ Not applicable **Notes:**

G. Implications and recommendation

Field	Your answer
G1. What the findings mean for practice *(essential)* What should change, for whom, and what should stay the same.	

Field	Your answer
G2. Strength of evidence *(essential)* Pick one.	☐ Strong ☐ Moderate ☐ Limited ☐ Inconclusive
G3. Recommendation *(essential)* Pick one, then explain.	☐ Implement or scale up ☐ Continue as it is ☐ Adapt and test again ☐ Stop ☐ Further research needed first **Notes:**
G4. Who needs to know For example: participants, delivery staff, partners, funders, and others working on the same problem.	

H. Sign-off

Field	Your answer
H1. Report status *(essential)* Pick one.	☐ Draft ☐ Final ☐ Published
H2. Signed off by *(essential)* Research Lead name and role.	
H3. Sign-off date *(essential)*	Date: ____ / ____ / _____
H4. Reviewed by Anyone who checked the analysis or reviewed the report, such as a second analyst or peer reviewer.	

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