RESEARCH PROJECT LIFECYCLE

Publication, Implementation and Next Iteration Record

Stage: Close and loop · Previous template: Gate 4 Review and Root Cause Analysis · Next template: Research Idea Form, for the next iteration

How to use this form

This record **closes the project and loops back to the start of the lifecycle**. It records where the findings were published, what was decided about the treatment, and what new ideas the study has raised. It takes **one page**.

- **Who completes it:** the Project Lead. **Who signs it off:** the Sponsor.
- **When:** after Gate 4.
- **Publish whatever the result.** Null and negative results are as valuable as positive ones, and stop others repeating work that does not help.
- **Decide on purpose.** Whether to scale up, continue, adapt or stop should follow the evidence and the Benefits Assessment, and be recorded with the reasons.
- **Every study raises new questions.** Record them here, and turn the best ones into new Research Idea Forms.

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A. The project

Field	Your answer
A1. Project title *(essential)* As on the Full Research Plan or protocol.	
A2. Project reference From the Research Portfolio Register.	
A3. Project Lead *(essential)* Name and role.	
A4. Sponsor *(essential)* Name and role.	

Field	Your answer
A5. Gate 4 decision *(essential)* The decision and its date, from the Gate 4 Review.	

B. Publication

Field	Your answer
B1. Where it was published *(essential)* Pick the main route, then list any others.	☐ Organisation website ☐ Journal article ☐ Results added to the registry ☐ Report to funder or board ☐ Conference or presentation **Notes:**
B2. Publication date *(essential)*	Date: ____ / ____ / _____
B3. Link or reference *(essential)* Including the link to the pre-registration, so readers can compare the plan with the results.	
B4. Published whatever the result? *(essential)* Pick one. If not, explain why, and when it will be.	☐ Yes ☐ No **Notes:**
B5. Who has been told For example: participants, delivery staff, partners, funders, and others working on the same problem.	

C. Implementation decision

Field	Your answer
C1. Decision *(essential)* Pick one.	☐ Scale up ☐ Continue as it is ☐ Adapt and test again ☐ Stop ☐ Implement elsewhere
C2. Reasons *(essential)* How the decision follows from the strength of evidence and the Benefits Assessment.	
C3. Implementation owner The person responsible for putting the decision into practice.	
C4. Funding for implementation Pick one.	☐ Confirmed ☐ Not needed ☐ Not yet confirmed
C5. Implementation starts	Date: ____ / ____ / _____
C6. Keeping delivery quality at scale How the treatment will keep being delivered as it was in the study, for example through training, guidance and checks.	
C7. Monitoring after the study How the outcome will keep being tracked, so you know if the effect holds.	

D. Next iteration

Field	Your answer
D1. New questions raised *(essential)* What the study has left unanswered, or made you want to know.	

Field	Your answer
D2. New research ideas Ideas worth developing. Each one becomes a new Research Idea Form.	
D3. Research Idea Forms created References for any new forms already started.	
D4. Research Portfolio Register updated *(essential)* Pick one.	☐ Yes ☐ No

E. Closure

Field	Your answer
E1. Project closed by *(essential)* Sponsor name and role.	
E2. Closure date *(essential)*	Date: ____ / ____ / _____
E3. Records kept until *(essential)* The date the study records can be deleted, in line with the data protection arrangements.	Date: ____ / ____ / _____

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