

## Scientific Foundation Board – Final Report (submit in word format)

### Instructions

The first part of the final report comprises factual information which helps us to review the outcome of our awards. The second part relates to a report on the findings of your study – for this, firstly, we request a structured abstract of around 250 words. **This structured abstract may be placed on the Board's website and should follow the format provided below.**

**The following framework must be followed in the preparation of your report – the information you provide will be added to a database used to review the outcome of awards made by the Board (please use the template provided on the second page of this document).**

- The title of the project
- The grant holder's name
- The grant reference number
- The original start and completion dates and the actual start and completion dates. If your project was completed more than six months early or late, please explain why.
- The value of the grant awarded and the actual expenditure on your project (detailed in your **final financial statement**). If you had an over/ under spend please give details, including the reasons why.
- Presentations at scientific or professional meetings. *Please specify whether meetings were local, national or international and whether presentations were oral, poster or workshop.* If appropriate please supply an electronic copy of posters/ presentations for the board. Provide in Vancouver style
- Publications: *Please state whether you are planning to publish, have a paper in press or have had a paper(s) published relating to your project and in which journal(s).* Please provide full citations for any published papers or manuscripts that are in progress (in Vancouver style), along with electronic copies of publications. *If you are intending to publish and in the early stages of preparation please provide as much information as possible regarding number of papers and where you aim to publish*
  - Please also provide as much information as possible about manuscripts in development (stating an intention to publish is not sufficient) and any prizes, incorporation into educational/ CPD / guidance materials (as citations with succinct accompanying explanations)
- *If you publish following submission of your final report the board requests that an amended report is submitted to [SFB@RCGP.org.uk](mailto:SFB@RCGP.org.uk) along with an electronic copy of the publication.*

### Intend to write for publication

- Higher degree, (e.g. MSc, MD, PhD). *Please state whether you are planning to undertake a higher degree, are working towards a higher degree or have been awarded a higher degree and whether this project will form part of your work for this.*
- Structured abstract (maximum of 250 words) **for placement on the Board's website** using the following headings:
  - **Background**
  - **Objectives**
  - **Design**
  - **Participants**
  - **Results**
  - **Conclusions**

## SFB final report template

(please do not remove contents or change formatting/ font settings, please submit in word format)

|                                                                               |                                            |
|-------------------------------------------------------------------------------|--------------------------------------------|
| <b><i>Title of research project:</i></b>                                      |                                            |
| <b><i>Grant holder's name:</i></b>                                            | <b><i>Grant reference number: SFB-</i></b> |
| <b><i>Value of grant awarded: £</i></b>                                       | <b><i>Actual grant expenditure: £</i></b>  |
| <b><i>Reasons for under/ over spend:</i></b>                                  |                                            |
| <b><i>Original start date:</i></b><br><b><i>Original completion date:</i></b> |                                            |
| <b><i>Actual start date:</i></b><br><b><i>Actual completion date:</i></b>     |                                            |
| <b><i>Higher degree:</i></b>                                                  |                                            |

## Presentations & publications

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><i>Presentations at scientific or professional meetings</i></b> <ul style="list-style-type: none"><li><i>Date, name of meeting, local/ national/ international), title of presentation &amp; full authorship, presentation type (oral/poster/workshop)</i></li><li></li><li></li></ul>                                                                                                                                                                                                                  |
| <b><i>Publications:</i></b> <ul style="list-style-type: none"><li>Author. Paper title. Journal. Year. <b>Vol (edition):</b> pp. DOI <i>(please also add web link if available)</i></li><li></li></ul><br><b><i>Manuscripts (please provide as much information as possible):</i></b> <ul style="list-style-type: none"><li>Author. Paper title. Journal for submitted. Aimed Month &amp; year of submission &amp; publications</li></ul><br><b><i>Awards and citation in education / CPD /guidance</i></b> |

## Structured abstract

Max 250 words (it is the intention to place these on the SFB web page, therefore consider the impact on future publications and if necessary provide an updated abstract following publication of your work)

|                     |
|---------------------|
| <b>Background:</b>  |
| <b>Objectives:</b>  |
| <b>Design:</b>      |
| <b>Setting:</b>     |
| <b>Subjects:</b>    |
| <b>Results:</b>     |
| <b>Conclusions:</b> |

## Project summary for practicing GPs

To explain the key findings/information that will benefit GPs this might take the form of top 10 tips/advice for/need to know