

Guidelines for Annual and Final Research Reports to Healthway including financial reporting

The annual and final reports provided to Healthway are used to assist with the evaluation of the Research Program. As a guide, please use the following headings to structure the report. The report should be a **minimum of four pages with more detail expected for multiple year grants over \$50,000 per year.**

The report should only cover the activities that have occurred since the last report was submitted and *not* from the beginning of the program.

Healthway Project/File No: 17200

Chief Investigators: J Wonsley, MB, BS, PhD, FRACP
 S Adams, BSc, PhD

Project Title: MECHANISMS OF PERSUADING RESEARCH WORKERS TO
 ADHERE TO STYLE IN REPORTS FOR RESEARCH IN PROGRESS

Organisation: School of Population Health
 University of Western Australia

Summary: 350 word plain language summary that is understandable to the general
 community, for use in public reports (ie: media, newsletter) and reporting
 to Healthway Board etc.

Objectives: Please list the objectives of the project as specified in the original
 application. Identify any changes from the original application and discuss
 reasons for these changes.

Eg: 1. To provide clear reports to Healthway on research grants in progress.

Progress: Please outline the progress of the project to date and briefly discuss the
 next stages of the research.

Eg: 180 subjects have been tested over a period of two years. Various instruments have been used to attempt to condition the subjects, ranging from exact examples to detailed and rambling descriptions. Over the next year the results will be analysed and compared to baseline data to identify any changes in reporting ability.

Results: Please present and discuss research findings in relation to the aims and
 objectives of the proposal. Where applicable, data arising from statistical
 analyses should be included to support claims. The results should also
 be in language understandable to the general community.

Eg: 87% of Chief Investigators have adhered to the required reporting style, thus simplifying the task of analysis of funding at Healthway ($p < 0.01$). All research results should be included here.

Effect of Research on Professional Development:

Please list any PhD's, Masters or other opportunities for professional development which have arisen from this grant.

Eg: Three Masters in Public Health students have been involved in the research. One was successful in gaining a Research Training Scholarship to complete her Master's studies on the project.

Implications for Health Promotion / Translation of Research into Practice:

A key priority for Healthway is the translation of evidence from research into effective and sustainable policy and practice. Please outline how the research can influence policy and/or practice in health promotion.

Eg: The research results have been utilised to provide direction in the planning and development of health promotion campaigns/programs at the Health Department of WA. In particular.....

Community Benefits from the Research:

Please list actual community benefits/applications from the research.

Partnerships:

Did the project involve partnerships or collaboration for the purpose of bringing together research and practice? Please list the parties involved and describe the nature of the partnership.

Publications:* (please attach a copy)

Please list all papers associated with the grant, in press or submitted for publication in national or international peer review journals.

1. Wonsley, J. The satisfaction of producing difficult specifications for secretaries. J Secretarial Practices 2008; 12: 592-599.
2. Turpin, J, Wonsley, J & Adams, S. The history of manuscript writing. Manuscript Writing 2009; 5: 50-51.

*Use the 'Vancouver Style' as adopted by the Medical Journal of Australia, and outlined in Med J Aust 1988; 148: 189-194.

Seminars: Please list all presentations of research progress and outcomes at local, national or international seminars and conferences.

Eg: Presentation of research and results to PHA and AHPA Seminars in NSW-October 2008.

Further Dissemination:

Eg: Apart from the above, a meeting has been held with practitioners in the field to inform them of the research results and discuss potential applications.

Reminder: It is a requirement of all research grant recipients to keep Healthway informed of any developments in the above areas during the grant period and after the grant has been completed. Additionally there is a contractual obligation for recipients to acknowledge Healthway funding in all of these avenues.

Healthway encourages the promotion, publication and translation of research findings arising from Healthway funded projects.

**INCOME AND EXPENDITURE REPORT
FOR THE PERIOD ENDING 30 December 2010**

**Institution name
Chief Investigator name
Research Project title
Healthway file/project number XXXXX**

Income

Research Grant received from Healthway (GST exclusive) 112,500

Expenditure

Salary/Wages 67,000
Salary on-costs 23,400

Travel (in WA for survey and field expenses only) 2,500

Venue Hire/ Catering 500

Media / Advertising 4,000

General Office Expenses (must specify items)
-postage 450
-photocopying 250
-stationery 200
-courier 400
-telephone 1,000
-printing 2,500

Data Analysis 4,000

Equipment (Itemise if over \$800) 200

Total Expenditure 106,400

Surplus/(Deficit) 6,100

The accompanying financial statements for Research project number <xxxxx>, have been prepared from proper accounts and records and fairly represent the financial transactions of the project. At the date of signing, I am not aware of any circumstances which would render the particulars included within the statements misleading or inaccurate.

Signed: _____ Date: _____

Position Title:

NB. Financial reports MUST be signed by an authorised senior financial officer of the institution