Guidelines for the SARP Course Final Report (PSAP 6401)

The Final Report is a submission to fulfill the second credit of the SARP Course requirement. The Final Report must be developed with the help of your SARP Course project mentor and needs to describe the results of your project in enough detail to allow a reviewer of the document a clear understanding of your research question or hypothesis, the Specific Aims of the project, what methods you used to address these aims, what data, or information you acquired and what analytic approaches you used. Finally, a concise description of conclusions, limitations, and possible further work for the project needs to be included.

Project Plan Points of Emphasis

- For access to the SARP Syllabus, Guidelines, and additional information, please visit the SARP Website: SARP-Website.

- **If you have any questions or concerns about your SARP Course Final Report, don't hesitate to contact the SARP Course Faculty Co-Directors or the SARP Director**.

- Your SARP Course project mentor is responsible for helping you develop your Final Report. **Work proactively with your mentor** to maximize both the quality of the Final Report and your professional development.

- The Final Report must be authored by you, representing original work. You need to take ownership of the Final Report and are responsible for its content. Do not simply copy and paste a published manuscript.

- Refer to the *AMA Style Manual*, which provides comprehensive guidelines for preparing uniform technical documents. A full PDF version is available:

- Your Final Report must be submitted electronically by **12:00 AM, September 16, 2024**. You will receive emails reminding you of this deadline. Your SARP project mentor will receive a notification requiring acknowledgement of their mentoring responsibility.

Project Plan Contents
Your SARP Course Final Report should contain the following elements:

- *Title of Project*
  Concise sentence or phrase to describe the overall project.

- *Mentor name and contact information*

Be sure to work closely with your mentor on developing your Project Plan. Your mentor will formally sign-off on this document through the REDCap software.

- *Project Background and Significance*
  This should be a concise introduction to the topic of your project and include citations of primary literature to support the development of your ideas, providing a logical foundation for your research question or hypothesis.

- *Research Question or Hypothesis*
  This is a one sentence statement of the project's overall focus as an explicit research question or hypothesis to be addressed.

- *Specific Aims with Rationale*
  The Specific Aims should be a small set of concise one- or two-sentence summaries of what you expect to achieve in executing your SARP Course project. A short paragraph should accompany each Specific Aim to provide a rationale for how the Aim addresses the project's research question or hypothesis.

- *Methods*
  This will be a short description of the methods (employing techniques, materials, databases, surveys, etc.) you intend to use to directly accomplish your Specific Aims. This section will also describe the methods you used to analyze your data.

- *Results*
  The results section includes the relevant findings of your SARP Course Project. This section consists of your figures with appropriate captions and tables.

- *Discussion*
  The discussion portion of your Final Report explores the implications, significance, and context of the research findings. Below is a list of topics often included in a discussion:

  - **Interpretation of Results**: This is the core of the Discussion section. It involves interpreting what the results mean in the context of the study's hypotheses or research question. This may include explaining how the findings support or contradict previous studies or theories.
  - **Contextualization with Previous Research**: The findings should be compared with the relevant literature. For example, discussing how the results align with, extend, or challenge existing knowledge in the field.
  - **Explaining Unexpected Results**: If there were any surprising or unexpected findings, these should be addressed. The discussion might explore possible reasons for these results and how they fit into the broader context of the field.
  - **Limitations of the Study**: Every study has limitations, and these should be honestly and clearly stated. This may include methodological limitations, constraints on generalizability, or potential sources of bias.

- o **Implications of the Findings**: Discuss the implications of the results for the field, practice, policy, or future research. This is where the broader impact of the research is explored.
- o **Suggestions for Future Research**: Based on the findings and limitations, the Discussion should suggest areas for further study. This helps to set the stage for future work in the field.
- o **Theoretical and Practical Relevance**: If applicable, discuss how the findings contribute to the theoretical understanding of the topic and any practical applications of the research.

- ▪ *Conclusions*
  Summarize any conclusions you were able to make. Also comment on any limitations of your study and how your work could be extended.

- ▪ *Compliance*
  Attach any compliance documents (IBC, IACUC, IRB – exempt or non-exempt) to the assignment submission portal.

- ▪ *Student contribution to the project*
  Include a brief description of your involvement in all aspects of the project and what contributions were provided by others.

Additional considerations for developing your Final Report:

- ▪ Your <u>Final Report</u> will be assessed by a faculty member using a grading rubric available in the SARP Syllabus. Review this assessment rubric so you're familiar with how elements of your <u>Final Report</u> will be graded.

- ▪ Be certain to **work closely with your mentor** on project planning and obtain and incorporate feedback on all drafts and the submitted <u>Final Report</u>.

- ▪ Provide relevant citations and a bibliography using the format suggested in the *AMA Style Manual*. Be certain to read the cited references so the <u>Final Report</u> has scholarly integrity.

- ▪ Edit your <u>Final Report</u> carefully:
  - o Proofread (suggestion: have a naïve reader look at your final draft).
  - o Check spelling.
  - o Check grammar: punctuation, sentence structure, subject-verb agreement (plural or singular), tense consistency, etc.
  - o **Be certain your SARP Course project mentor is actively involved in this process**.

Integrity Issues

- Students are required to demonstrate a high level of intellectual and personal integrity during all activities related to completing the SARP Course, in alignment with forming their professional identity as physicians. This includes communicating clearly and honestly and treating all staff, students, faculty, and other participants with respect and dignity.

- Write your own reports. Do not plagiarize, and if significant content derives from published materials, cite appropriately. ChatGPT or other Artificial Intelligence-derived content used in any component of your submitted assignments for the SARP Course must be clearly identified.

Submitting the SARP Course Final Report:

In addition to the Final Report contents described, your Final Report requires a Cover Page that includes the following information and format:

- Heading: **SARP Course Final Report**
- Student name and R-number
- Expected graduation class (e.g., C2027)
- Student email address
- Date
- Title of SARP Course project
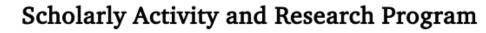- Mentor name and affiliation
- Mentor email address

The entire Final Report document, including a Cover Page, needs to be submitted electronically. Instructions for submission will be available through emails and on the SARP website. Please use the following format for naming the submitted Final Report PDF:

Last name_First name_C2027_Final_Report_10.15.2024

Your Final Report must be submitted electronically by 12:00 AM, September 15, 2024. You will receive emails reminding you of this deadline. Your SARP project mentor will receive a notification requiring acknowledgement of their mentoring responsibility.

Grading of the SARP Course Final Report

The SARP Course Final Report will first be triaged by the SARP Director to assure that all required textual elements are included; if not, the student will be notified and allowed a 3-day grace period to resubmit a complete Final Report. Following grading by an FSOM faculty reviewer using a grading rubric (available in the SARP Syllabus and on the SARP website) a **Pass** or **Not-Yet-Pass** determination will be made. If **Pass**, the grading rubric will be deposited in the individual student's ePortfolio. If **Not-Yet-Pass**, the student will be contacted by email, the grading rubric included and provided 2 weeks to revise and resubmit the Final Report. The revised Final Report will be re-reviewed by the original reviewer and the SARP Faculty Co-Directors. If **Pass**, the grading rubric for the revised Final Report will be deposited in the individual student's ePortfolio. If **Not-Yet-Pass**, the

student will receive a failure on their official transcript for PSAP 6401 and will need to develop a remediation plan with the SARP Faculty Co-Directors.

SARP Course Objectives:

The following SARP Course Objectives are addressed by completing the SARP Course Final Report:

- Objective 1: *Students will develop a research question or project theme, identify a faculty mentor, and complete all requirements for the SARP Course.*
- Objective 2: *Students will learn how to search the literature, identifying previous knowledge and theory that provides context and relevance for their project.*
- Objective 4: *Students will choose and employ adequate methods for the acquisition and statistical analysis of data and information for their project.*
- Objective 5: *Students will submit a Final Report of their project, providing a concise summary of the project execution, data acquisition and analysis, and conclusions.*
- Objective 6: *Students will demonstrate clear and effective communication skills (oral and written) in the presentation of their project.*
- Objective 7: *Students will learn about protection of human and animal subjects involved in research.*
- Objective 8: *Students will learn and exhibit ethical principles in the design and execution of their projects.*
- Objective 9: *Students will exhibit attitudes and behaviors consistent with professional conduct of research and scholarship.*
- Objective 10: *Students will submit each assignment by the deadline and respond to all communications and feedback in a timely and professional matter.*
- Objective 11: *Students will collaborate generously and professionally with their mentor, faculty, students, and staff during completion of their research project.*
- Objective 12: *Students will learn principles of self-directed and life-long learning and apply these to the design and execution of their projects*.
- Objective 13: *Students will learn the principles of self-efficacy, monitoring and sharing personal progress through self-evaluation and reflection, and SARP Course evaluation.*