

Guidance for producing reports for FRAME

Why do we ask for reports?

FRAME has a responsibility to ensure that money donated to the charity is used for purposes in line with our charitable objectives. Funds are provided to grant holders based on applications meeting set requirements and must be used on agreed projects in line with FRAME T&Cs.

It is therefore a requirement when receiving funds from FRAME, for example for a pilot grant or summer studentship project, to produce a project report to submit to the charity and trustee board to summarise the project and findings.

One of FRAME's core objectives is to disseminate and share information that will help promote, educate, and inspire others to think creatively about finding, developing, and using non-animal methods. FRAME is seeking to support the improvement of systems for prioritising human-relevant research methods in human health research and safety testing. As part of this FRAME founded and now co-publish with SAGE Publications, our peer reviewed, scientific journal *Alternatives to Laboratory Animals (ATLA)*. There are opportunities for projects carried out using FRAME grants to be covered in ATLA. Project reports produced for FRAME that are deemed to be appropriate quality will be published on the FRAME website, shared via social media and external channels, and if fitting may be published in ATLA.

FRAME is happy to advise and support authors on content, headings, proof reading and will work with authors to amend reports if needed for various outlets, authors will have final sign off on amends.

Producing reports that provide information clearly and in the correct detail is key to ensuring research findings are reproducible. Communicating science is therefore an important skill for researchers to learn, develop and hone, writing a report for FRAME provides an opportunity to practice these skills. This is particularly important for early career scientists and students and FRAME is proud to provide this opportunity through the Summer Studentship grant programme.

FRAME Report Writing Guidance



What your report should include:

The aim should be to submit to FRAME a report of publishable quality. If it is not deemed so, FRAME may not be able to utilise all available opportunities to share the report. We are happy to provide guidance at any stage and work with authors, within reason, to achieve this.

There is no set report structure required as it will depend on the nature of the project you have carried out, the type of data collected and analysis method. If there is numerical data that can be analysed there should be an explanation of any statistical tests used.

Some reports will be more 'discussive' by nature where there has perhaps been a survey or review carried out.

There are various information sources available online for guidance on writing up research. Here is an example.

<http://www.discoveringstatistics.com/docs/writinglabreports.pdf>

Report length: Your report should be concise, however if you need to include more detail and explanation we would rather you included this and if it needed to be amended to a shorter format at a later date, we can work with you to do this.

Word count: Minimum 1500 words. This might be for shorter projects and may include a discussion of the method, initial findings, and potential next steps. As an idea for maximum word count, the guide for publication in ATLA is 3500 words.

Extra information required from grant holders:

If you have received a grant from FRAME in addition to the information in bold below, if it is applicable please also include a breakdown of how the grant was spent and a brief summary of any changes to your original project plan.

Requirements for report:

Section headings in the report are decided by the author, particularly in desk-based research projects that are more discussive, but may include for example:

Summary

Introduction

Objectives/aim of project

Materials and methods

Data analysis

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Results/findings

Discussion

Opportunities/future research

Conclusions

acknowledgement

References

Flow charts, tables, graphs, photographs, and diagrams etc should be included where appropriate.

Headings in bold highlight the minimum information we would like to see in a FRAME project report, but as mentioned previously the headings and layout are at the authors discretion.

For any more support or to discuss your report please contact amy@frame.org.uk