



## **MIDWEST CENTER FOR OCCUPATIONAL HEALTH AND SAFETY FINAL PROGRESS REPORT GUIDELINES**

The Final Report should be an editable electronic document, e.g. Microsoft Word file, and should be in the following format:

### **1. Title Page**

The title page should contain the PI's name, affiliation and contact information (address, telephone, email); the institution to which the award was made (include full address); project title; co-investigators; the project starting and ending dates; and the date the final report was completed.

### **2. Table of Contents**

### **3. Abstract (150 words or less)**

The abstract is a brief summary that informs others about the key findings and importance of the project. It must provide a concise overview of the occupational safety and health issues that were addressed, the approaches used, and the key findings or conclusions. How the results of the study relate or translate to improvements for worker safety and health should also be included.

The abstract should stand-alone and be suitable for dissemination to a wide audience. It should be written in a style that can be understood by general readers interested in science issues (for example, the style used by *Scientific American*). Technical terms, jargon or acronyms in the abstract should be minimal. Project title, PI(s) and contact information for the PI who will receive correspondence about the study should be included.

### **4. Section 1 of the Final Progress Report (2-page limit)**

This section is limited to two pages. Please provide a concise, cogent Section 1 *using the headings below* that can be understood by a broad audience.

Significant (Key) Findings. These are the most important results of the project, and should address the specific aims of the project. Use a separate paragraph for each key finding. Details may be elaborated in the Scientific Report (See Section 2 below).

Translation of Findings. This section provides an interpretation of how the significant findings of the project can be used to prevent workplace diseases and injuries. If specific recommendations are made for reducing hazards on the job, the language should be as non-technical as possible to communicate to employers or employees. It is important that the PI identify how these findings have been, or may be, adopted or adapted in the workplace. If the findings cannot yet be applied to the workplace, this section should address how they can be used to guide future investigative or intervention activities.

Outcomes/ Impact. In this section the primary goal is to answer questions such as "How did this project lead to improvements in occupational safety and health?" or "How can the findings of this study guide future investigations and research?" Address how your project relates to occupational safety and health with regard to improved practices, prevention or intervention techniques, safety communication, legislation, policy and use of technology.

**5. Section 2 of the Final Progress Report (no page limit)**

Scientific Report. This section should contain the following: background for the project, specific aims, research methods used including study design, population characteristics, data collection methods, data analysis methods, results including all tables and figures, and discussion and implications of findings. More detail should be provided in this section than in the Section 1 “Significant (Key) Findings.” **This section can be as technical as the author would like.** Each of the specific aims originally planned or added during the project should be addressed in terms of what was accomplished or why progress was not made. In this way there will be a complete documentation of the efforts on the grant.

**6. Publications, Presentations, and Proposals Submitted for Further Funding**

The report should list the various publications and presentations arising from this work, as well as proposals submitted for further funding on the basis of the pilot study results. Attachments should include all: a) documents used in the research effort (e.g., cover letters, survey and other research instruments); b) presentations; c) publications; d) extramural funds that have resulted, in part, directly or indirectly from this award. NIOSH support should be acknowledged in each article. Provide annotations that describe how the articles relate to the specific aims of the project. **Please submit reprints of manuscripts.**

**Note:** Grantees are reminded that they are required to acknowledge funded research support from The Pilot Projects Research Program of the Midwest Center for Occupational Safety and Health at the University of Minnesota in publications and all other information or media disseminations.