

Final Report Submission Guidelines for ODMH-Funded Research Projects

1. Final Report Due Date

Final reports are due **one month** after the end date of the project which is stated in the project approval letter. Researchers may request a no cost extension if additional time is required to complete the research, analyses and/or final report.

2. Number & Types of Copies to Submit

Send one printed *and* one electronic copy of the final report via regular US mail.

Hard copies of reports should be placed in a binder with a cover. Please be sure to put a label on the cover that has your name, title of the project, university or organization, and year the project was completed.

Electronic copies should be placed on a CD or DVD. The electronic version of the report should be either a PDF file or a Microsoft Word document (Windows XP compatible). Be sure to put a label on the diskette or CD that has your name, title of the project, university or organization, and year the project was completed.

The printed and electronic copies of the final report should be sent to:

Kraig Knudsen, Chief
Office of Program Evaluation & Research
Ohio Department of Mental Health
30 East Broad Street, 8th Floor
Columbus, OH 43215-3430

3. Information to Include in the Final Report

The final report should provide a **complete description** of the research project.

Below is list of components that are typically included in Final Research Project Reports:

- Purpose of the Project and/or Statement of the Problem
- Theoretical Framework or relevant Background Information
- Literature Review (updated from the original proposal)
- Research Objectives, Research Questions, and/or Hypotheses
- Research Design
- Methodology
 - Sample selection & description
 - Measures/Instruments
 - Data collection times & approaches
- Results
- Discussion
- Implications and Significance of Findings for the mental health system

Final Report Submission Guidelines cont.

4. Executive Summary

Researchers are strongly encouraged to include an Executive Summary of the project. The summary should contain

- the purpose or main goal of the study,
- a brief description of the study,
- major findings, and
- main implications.

Graduate students may submit their final, approved thesis or dissertation in lieu of writing a final report. Graduate students are also encouraged to submit an Executive Summary.

5. Additional Dissemination of Research Findings

Researchers will receive a letter to request reports for inclusion as a chapter in ODMH's ***New Research in Mental Health (NRMH)***, which is published every two years.

These reports are a requirement of receiving research funding from ORE. Rather than waiting for this letter, researchers may wish to begin writing the report for ***New Research in Mental Health*** when they prepare the final report or shortly thereafter. Researchers who are interested in getting an early start on their report for ***New Research in Mental Health*** should contact the ***NRMH*** editors at the ORE office.