

**Ohio Department of Mental Health  
Office of Program Evaluation & Research**

**Guidelines for Submitting Final Reports of 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**

Researchers need to 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:

Dee Roth, Chief  
Office of Program Evaluation & Research  
Ohio Department of Mental Health  
30 East Broad Street, Suite 1170  
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:

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

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 in *New Research in Mental Health*, which is published every two years. These reports are a requirement of receiving research funding from OPER. 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 editors at this office.