



## SSRA Research Report Grading Rubric

**It is a requirement that all SSRA students completing SSRA for Credit submit a completed Research Report by the due date as listed in the SSRA Induction Booklet**

Your Research Reports are a record of your research activity during your project. Please note that assessment of your Report accounts for 40% of your final grade for the module and are a MUST PASS component of the SSRA Programme. (Failing the Research Report component of the SSRA Programme will result in a fail grade awarded for the entire SSRA Programme in total). Your Research Report is a record of your research activity during your project. Please note that assessment of your Research Report accounts for

The structure of your Research Report should follow the below (Please note, a copy of the cover page can be found below and on the SSRA Website, within the Student Hub)

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The layout for your report is as follows:

- 1. SSRA Research Report Cover Page (Form in Student Hub)**
- 2. Module registration form**
- 3. Initial meeting form**
- 4. Ethics confirmation form**
- 5. Research report using the following guidelines**

## PREPARATION OF THE TEXT

**Title:** The title should capture the conceptual significance for a broad audience (20 words max)

**Introduction:** The introduction should provide background information necessary to place the subject into its general biological/clinical context in sufficient details to render the report understandable to non-specialists. The introduction should end with a clear description of the hypothesis/research question(s) being addressed in the study (max 600 words)

**Materials and methods:** This section needs to provide concise details of key methods/approaches used in the study. Standard procedures may be referenced (max 300 words)

**Results:** This section should present clearly but succinctly the experimental findings: a concise summary of the data presented in all display items (figures and tables) should be included. This section may be divided with subheadings. All results (including negative results and/or failed experiments) may be reported along with discussion and interpretations. The maximum number of figures and/or tables should not exceed 6 (max 500 words)

**Figure and table legends:** Each legend should be as concise as possible and self-sufficient. Every table must have a descriptive title and enough explanatory information so the reader can understand the data without reference to the text. Legends should not repeat details present in the main text and should generally not include references. Figure titles should describe the main result of the figure and should be different from subtitles in the result section.

**Discussion:** The discussion should explain the significance of the results (i.e. placing them in a broader context). In the report, you are also expected to provide a critical evaluation of the results presented, some ideas of how to address any shortcomings in the study and select follow-up experiments. Describe any limitations of the study and how they might be overcome. (max 600 words).

**Author contributions and acknowledgments:** You should clarify your contribution to the study (i.e. which experiments/analyses you carried out).

All sources of funding for SSRA projects must be acknowledged. These could include the UCD School of Medicine Dean's scholarships, Alfred Myles Smith, Clare O'Connor, Kathleen Lynn scholarships and funding from the HRB, Wellcome Trust or any other sources of funding you may have received.

**Literature cited:** You may cite a maximum of 30 articles in the Vancouver style, which must be published or in press. Citations can be numbered in the text. Unpublished data, submitted manuscripts, and personal communications may only be cited within the text.

### **Bibliography - Example**

1. Drummond PD. Triggers of motion sickness in migraine sufferers. *Headache*. 2005; 45(6):653-6.
2. Halpern SD, Ubel PA, Caplan AL. Solid-organ transplantation in HIV-infected patients. *N Engl J Med*. 2002; 347(7):284-7.
3. Geck MJ, Yoo S, Wang JC. Assessment of cervical ligamentous injury in trauma patients using MRI. *J Spinal Disord*. 2001; 14(5):371-7.

### **More than six authors:**

Gillespie NC, Lewis RJ, Pearn JH, Bourke ATC, Holmes MJ, Bourke JB, et al. Ciguatera in Australia: occurrence, clinical features, pathophysiology and management. *Med J Aust*. 1986; 145:584-90.

### **REPORT – SPECIFICATIONS**

Please note the use of ChatGTP or an equivalent program for any part of this report is prohibited. Evidence of the use of such software will mean the report is excluded from the assessment process.

- Report length and number of display items (figures and/or tables): The total length of the report (including all sections, except title, tables, references and figure legends, author contributions and acknowledgments) should not exceed 2000 words (+/- 10%). Please note that word limits indicated for each section are preferred guides. The maximum number of figures and/or tables should not exceed 6.
- Display items (figures and tables), along with their corresponding legends, should be included and called out in numerical order within the text. Dimensions should be as small as possible, without compromising the clarity.
- Style and format: Use single spacing and Times New Roman 12 for the text, 11 for figure legends. Pages should be numbered, and references included using a bibliographic analysis software.
- Nomenclature and abbreviations: For gene and protein names, you must adhere to accepted conventions in the field of study. Nonstandard abbreviations should be defined when first used in the text. Use of abbreviations should be kept to a minimum.
- Numerical data should be analyzed using appropriate statistical tests. Detailed information for each statistical test applied should be provided.

This Research Report Rubric will guide you as to what is expected in the completed Report.

CATEGORY	PROFICIENT (4-5) – <u>PASS +</u>	DEVELOPING (2.5-3) - <u>PASS</u>	BASIC (0-2.4) - <u>FAIL</u>
<b>ORGANISATION</b>	<ul style="list-style-type: none"> <li>• All pages are numbered.</li> <li>• Complete Cover Page</li> <li>• End of Project sign-off by Supervisor/Co-Supervisor on cover page.</li> <li>• The recommended text style and format is used throughout the report.</li> <li>• The report length is adhered to.</li> <li>• Observations, recorded data and calculations are present (or web links/references are provided to -omics data etc.).</li> </ul>	<ul style="list-style-type: none"> <li>• Most pages are numbered.</li> <li>• Complete Cover Page</li> <li>• End of Project sign-off by Supervisor/Co-Supervisor on cover page.</li> <li>• The recommended text style and format is used throughout the report.</li> <li>• The report length is not adhered to.</li> <li>• Some of the research activities or figures are missing or incomplete.</li> <li>• Recorded data and observations are incomplete in some areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Most pages are not numbered.</li> <li>• Incomplete cover page.</li> <li>• Missing Project sign-off by Supervisor/Co-Supervisor.</li> <li>• The recommended text style and format is not used throughout the report.</li> <li>• The report length is not adhered to.</li> <li>• Most of the research activities or figures/tables are missing or not recorded.</li> </ul>
<b>CONTENT</b>	<ul style="list-style-type: none"> <li>• All figures/tables are labeled appropriately.</li> <li>• Figure legends are self-sufficient and convey the main result independent of text.</li> <li>• Figure and table numbers are all in numerical order and are correctly referred to in the text.</li> <li>• All data is recorded and neatly presented with units correctly numbered and/or explained (or web links/references to full data are provided).</li> <li>• All calculations are included and neatly presented with details including units correctly numbered and/or explained.</li> </ul>	<ul style="list-style-type: none"> <li>• Most figures/legends are labeled correctly and for the most part self-sufficient.</li> <li>• Some but not all figures and table numbers are referred to in the text.</li> <li>• Data recorded but is not presented neatly and in some instances is missing units or has incorrectly numbered and/or missing explanations.</li> <li>• Calculations are included, but are not presented neatly or have missing details including units incorrectly numbered and/or missing explanations.</li> </ul>	<ul style="list-style-type: none"> <li>• Most figures are not completely labeled, and figure /table numbers are not referred to in the text</li> <li>• All data is not recorded and not neatly presented with missing units and incorrect missing explanations.</li> <li>• Calculations are not included or are very sparse with no units numbered and/or incorrect or missing explanations.</li> </ul>

CATEGORY	PROFICIENT (4-5)	DEVELOPING (2.5-3)	BASIC (0-2.4)
<b>ANALYSIS</b>	<ul style="list-style-type: none"> <li>• Data is explicitly analysed, methods of analysis are described with appropriate detail.</li> <li>• Calculations are presented neatly.</li> <li>• Graphs, if appropriate, are included with analysis of scope and related information.</li> <li>• Sources of error are explored and considered when evaluating data.</li> </ul>	<ul style="list-style-type: none"> <li>• Data analysis is implied, but not explicit, and methods of analysis are not described or properly used.</li> <li>• Calculations are not complete and are not neat/illegible in some instances.</li> <li>• Graphs, if appropriate, are included but they are not complete or incorrect.</li> <li>• Sources of error are explored, but they are inadequate or incomplete.</li> </ul>	<ul style="list-style-type: none"> <li>• Data analysis is not included.</li> <li>• Calculations are missing.</li> <li>• Graphs, if appropriate, are missing or grossly incorrect.</li> <li>• Sources of error are not explored.</li> </ul>
<b>CONCLUSION</b>	<ul style="list-style-type: none"> <li>• Results are explicitly interpreted and compared with literature and/or concepts if appropriate.</li> <li>• Conclusion is written in coherent manner with proper English syntax.</li> </ul>	<ul style="list-style-type: none"> <li>• Superficial and immediate conclusions are recorded.</li> <li>• Results are interpreted but interpretation is not explicit.</li> <li>• Conclusion is unclear and isn't written coherently. Contains some spelling or grammatical errors.</li> </ul>	<ul style="list-style-type: none"> <li>• Conclusions are not logical and /or do not agree with data presented.</li> <li>• Conclusions are written in an incoherent manner with many spelling and grammatical errors.</li> </ul>