

Northwood Research Outcomes & Closure Report

Research Project Title: _____

Principal Investigator(s): _____

Date of Evaluation: _____

Summary Report Section (Plain Language)

Purpose: This section is intended to communicate research outcomes in a clear, accessible way for internal teams and the public. Information provided here may be shared on our website or other knowledge translation platforms.

Section	Prompt	Response
Take-Home Message	Provide 2–3 sentences summarizing the key messages resulting from this research.	
Why Was This Research Done?	Knowledge Gap & Problem Addressed	
	What knowledge gap is this research filling?	
	What problem is the research examining?	
	What was the rationale behind this study?	
How Was This Research Done?	Participants & Methods	
	Who were the participants?	
	What methods (e.g., tools, interventions) were used to collect data?	
	How was the research conducted (e.g., protocols, data collection process)?	
What Were the Findings?	Summary of Results	
	Provide a brief, plain-language summary of key findings (e.g., stats, themes).	
	What do these results mean in practical terms?	
	Are these results specific to Northwood or do they involve other locations?	
	What (if any) are the implications for Northwood?	

What Can Be Done Next?	Actions & Future Research	
	Based on the findings, what actions should be considered by Northwood?	
	What future research is needed?	

Research Closure Section

Purpose: This section is for internal use only. It helps assess the research process and identify opportunities for improvement. It will not be shared externally.

Section	Question	Yes	No	Comments/Explanation
1. Research Objectives and Goals	Were the research goals achieved?	☐	☐	If no, explain:
2. Research Design and Methodology	Were there challenges in implementing the methodology at Northwood?	☐	☐	If yes, describe:
				Do you have any suggestions for how these challenges could be addressed in future?
3. Data Collection & Analysis	Were there any problems during data collection?	☐	☐	If yes, explain:
	Were the results reliable and valid?	☐	☐	Comments:
4. Ethical and Safety Considerations	Were there any ethical or safety concerns raised during the research specific to Northwood?	☐	☐	If yes, describe:
				Explain how these concerns were addressed:
5. Results & Findings	Were the findings as you expected?	☐	☐	Comments:

6. Dissemination of Results	Were the research findings shared with stakeholders (e.g., publications, presentations)?	☐	☐	If no, what steps are being taken?
7. Overall Evaluation	Is the research expected to lead to any changes in practice, policy, or service delivery?	☐	☐	If yes, what evidence or rationale supports this potential for change (e.g., findings, recommendations, stakeholder engagement)?
8. Additional Comments	Feedback on the research process and areas for improvement in working with Northwood:			