Implementation and process evaluation (IPE) reporting template

# **Project name**

### Date

Authors:

QA:

QA to be completed by an Academic Lead, or another individual nominated by them before publication.

Notes [delete once report complete]:

* The purpose of this document is to provide a comprehensive final report on the implementation and process evaluation (IPE).
* It is designed for reporting the evaluation of a specific intervention or programme. Other templates should be used for non-intervention studies.
* The final report should follow the following structure:
* Executive summary
* Introduction
* Outline of the intervention/ programme
* IPE Framework
* Methodology
* Analysis
* Results
* Discussion
* Conclusions
* Citations and references. All citations and references in TASO’s research should follow the Harvard style of referencing.
  + For a full guide, please refer to: [Imperial College London’s Harvard Referencing Guide](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/library/public/harvard.pdf).
* Please provide the theory of change as an appendix

1. **Summary (2 pages max.)** Note: for TASO funded projects these subheadings are to be adhered to and should not be replaced by a narrative executive summary.
   1. Project team
   2. Project description
      1. Intervention being evaluated

* Aim and description of the intervention
* Target group
* Number of students involved
* Implementation – how often, when, who, where
  + 1. IPE Research Questions
    2. IPE Framework
    3. Methodology
       1. Data collection tools
       2. Data analysis
    4. Key findings
    5. Key conclusions

1. **Introduction**
   1. Background and rationale of the intervention or programme, including existing evidence and the challenge. (NB: include the scale of the challenge, i.e., differences in access to HE for different groups, not just the challenge at the local level).
   2. Intervention aims and objectives.
   3. Detailed description of the intervention to enable replication by completing Table 1 below.

*Table 1: Intervention details*

|  |  |
| --- | --- |
| **Section name** | **Information to include** |
| Name | *Name or phrase that describes the intervention* |
| Why is the intervention being run? | *Rationale, theory, and/or goal of the elements essential to the intervention* |
| Who is the intervention for? | *Participants or beneficiaries of the intervention* |
| What is the intervention? | *Materials: Physical or informational materials used in the intervention*  *Procedures: Procedures, activities, and/or processes used in the intervention* |
| Who is delivering the intervention? | *Expertise, background and any specific training* |
| How is the intervention delivered? | *Modes of delivery of intervention (e.g. face-to-face, internet) and whether it is provided individually or in a group* |
| Where is the intervention delivered? | *Type(s) of location(s) where the intervention occurs* |
| How many times will the intervention be delivered? Over how long? | *Number of times the intervention will be delivered and over what timeframe* |
| Will the intervention be optimised? | *If the intervention will be personalised or adapted, describe what, why, when and how* |
| How will implementation be optimised? | *Strategies to maximise effective implementation* |

* 1. Brief description of the IPE (including signposting to the impact evaluation if relevant) and what this report covers.
  2. Statement of IPE research questions.

1. **IPE Framework**

3.1 Table 2 - description of the IPE dimensions to be included in the IPE.

*Table 2: IPE dimensions*

|  |  |  |  |
| --- | --- | --- | --- |
| **IPE dimension** | **Data collection method** | **Source of data** | **Data analysis method** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Methodology**
   1. Overview of IPE design and methods.
      1. Research methods (rationale on decisions made, and a description of what you hope to learn from each method).
      2. Sample, data sources (size, demographics, recruitment, data collection)
      3. Analytical approach (mixed method approach, testing causal assumptions underpinning theory of change. If using thematic analysis, inductive/deductive/combination?)
   2. Ethics (very brief outline of the components that required ethical approval, who granted this, e.g., the specific Research Ethics Committee, and ethical approval reference).
2. **Findings**
   1. Summary of findings from the IPE, referencing the IPE research questions. The order presented here does not have to be the order used but these should be present in your findings section.
      1. If relevant themes from the thematic analysis.
      2. Descriptive statistics such as observation ratings.
      3. Summary of the findings for each IPE dimension selected.
      4. Summary of the IPE data findings for each research question.
3. **Discussion**
   1. Discussion of the IPE findings.
   2. Evidence to support the theory of change - comment on the extent to which the results of the whole evaluation support the original theory of change. Explain if/ how/ why the theory of change was revised based on study data. Comment on any areas of the theory of change with particularly strong/ weak evidence, and any areas that require further research including those that were not explored as part of the study.
   3. Limitations of the research.
      1. Internal validity
      2. External validity
   4. Note: a full discussion, covering linking the IE and IPE results will be provided in the final overarching report.
4. **Conclusions** 
   1. Final reflections on findings and recommendations for future research.
5. **References**