



Australian Government

Australian Centre for
International Agricultural Research

Project Annual Report

Instructions for preparing an Annual Report

The purpose of the Project Annual Report is to reflect on project design assumptions, report on project delivery and communicate emerging research and development outcomes. It is also an opportunity to identify design and implementation issues and highlight necessary project adaptations.

Annual reports are required for project monitoring by ACIAR. Annual reports will also be used by ACIAR to capture information for whole of government reporting on Australia's aid program and are documents of record for post-project evaluations. Reports should focus on progress against the agreed project activities and early outcomes as per the project document approved by ACIAR, and include reflections on the projects capacity building and gender strategies.

Project Annual Reports are due 14 July each year (note: the Research Program Manager may request they be submitted earlier) for all projects that were active before 1 February of that year, until the final year of the project when a Final Report is required. An electronic copy should be submitted to the relevant ACIAR Research Program Manager by the commissioned organisation / International Agricultural Research Centre (IARC). It is expected that the report is produced collaboratively with the input of all partners and with reference to your project monitoring plans.

The annual report template is a blank word file that contains the basic headings and formatting styles for preparing the annual report for an ACIAR project.

These instructions describe what to consider in developing the content and how to use the template formatting. All headings in the template must be addressed. You may add headings at level 2-4 as required.

The template for completing the Annual Report may be found on the ACIAR website: <https://www.aciar.gov.au/Annual-and-Final-Reports>

File naming guidelines:

The Annual Report should be named *XXX-20XX-XXX Annual Report 2022-23* (eg FST-2017-014 Annual Report 2022-23).

The Excel project Publication list should be named *XXX-20XX-XXX Publications List 2022-23* (eg. FST-2017-014 Publications List 2022-23).

Summary of contents and number of pages in the annual report

Section	Heading	Number of pages
1	Executive Summary	max 1 page
2	Reflection on Project Design	max 5 pages
3	Delivery on Activities, Outputs, and Intermediate Outcomes	max 5 pages, plus activity table
4	Partnerships	max 2 pages
5	Risk Management	max 1 page

1 Executive Summary

*The Executive Summary should be **no more than 1 page**.*

*This section is a concise overview of each report section and should highlight the **key insights, achievements, challenges and opportunities** the project experienced this reporting period. It is recommended that this section be completed once the rest of the report has been written.*

The Executive Summary should include a set of recommendations for action that will serve as a prompt for further discussion with the RPM.

2 Reflection on Project Design

2.1 Project research strategy

This section is designed to guide reflection on the project's research strategy and how the explicit or implicit theory of change is responding to drivers in the research context. These reflections will equip your RPM to discuss any necessary project variations with you.

2.1.1 Responsiveness of research strategy:

This section seeks reflection from the team on the research strategy and problem context originally identified in the research design brief/concept note, based on their observations during this reporting period. While these reflections may be cumulative over time, it is important to demonstrate an ongoing engagement with these questions throughout the funded project period.

Please address the following questions in this section:

- *How has our understanding of the problem context changed? Does this affect the assumptions that underpins the research strategy?*
- *Based on project implementation so far:*
 - *what has confirmed or questioned the appropriateness of the original research strategy/theory of change?*

- *What has confirmed or questioned the appropriateness of the methodologies and/or research skills represented in the team?*

2.1.2 Activities & outputs:

Based on reflection on the research strategy; this section prompts reflection on the planned activities and outputs, and whether any changes are required.

Please address the following questions in this section:

- *Do we need to change or drop any of our current activities and associated outputs or add any new ones? If so, what is the logic behind these changes?*
- *Are our activities and outputs sequenced correctly and are the timescales and budgets appropriate?*

2.1.3 Intermediate Outcomes:

Following reflection on the activities and outputs, this section prompts reflection on the suitability and achievability of the intermediate outcomes.

Please address the following questions in this section:

- *Building on 2.1.1 – 2.1.3 of this reflection, are the intermediate outcomes still appropriate progress-markers towards the end of project outcomes?*

2.1.4 Project Monitoring and Reviews:

This section seeks reflection on the current project monitoring plan and highlights key considerations for the next external review.

Please address the following questions in this section:

- *Is the project monitoring plan producing evidence that is credible and meaningful, and how is it being used by the team?*
- *If substantial changes are suggested to the activities and outcomes, how will this be reflected in your project monitoring plan?*

For upcoming Mid-term Review (if applicable):

- *What key considerations need to be addressed at the MTR?*

For upcoming End of Project Review (if applicable):

- *Have we got credible evidence of the project's contribution to the end of project outcomes?*

2.2 Reflection on gender strategy

*The **gender strategy** should ensure that the project's aim, outcomes, research activities, methods, capacity building activities and outputs are appropriately addressing gender equity and/or generating knowledge on gendered social relations.*

Please address the following questions in this section:

- *Is the project's current **gender strategy** effectively addressing the gendered dimensions of the problem context?*
- *Have any contextual changes or learnings from the project in the previous reporting period questioned or confirmed the appropriateness of the **gender strategy**?*

Please briefly outline any revisions to the gender strategy and justification to do so.

2.3 Reflection on capacity building strategy

The **capacity building strategy** should reference ACIAR's guidance note on capacity building and follow the individual, organisational, and institutional taxonomy.

Please address the following questions in this section:

- Have any contextual changes or learnings in the previous reporting period questioned or confirmed the appropriateness of the strategy?
- What has confirmed or questioned the appropriateness of the strategy's ability to deliver anticipated outcomes?

2.4 Recommended adaptations to the research strategy

This section serves as a prompt for further discussion with the RPM, which may lead to formal variations to your existing project document. Please include proposed revisions to the existing research strategy and/or theory of change from the previous reporting period. Where appropriate, please append the most up to date project Theory of Change, highlighting any amendments for reference.

3 Delivery on project activities, outputs and immediate outcomes

This section requires reporting on achievements against project activities and outputs/milestones. There are four sections: 3.1 will report on project activities and outputs in table form; 3.2 will be a summary of evidence against anticipated intermediate outcomes drawn from the monitoring plan; 3.3 will be a summary of the key findings/knowledge generation and 3.4 asks you to document a story of significant change for communications purposes.

Any changes that are negotiated with your RPM arising from reflections in Section 2 will be incorporated into activity and output reporting in future years.

3.1 Activities and outputs

This section provides a summary of how project delivery is progressing. Using the activity table from the project document, please complete the following table. If an activity has previously been cancelled or modified in discussion with your RPM, please note this in the 'previous comments' section.

3.2 Summary of progress towards anticipated outcomes

This section reports on the progress to-date against the most recently agreed anticipated intermediate and end of project outcomes. Use the information collected through your project monitoring plan to complete the table.

3.2.1 Gender outcomes

*If not explicitly addressed in the table, please provide a summary of how the project's **gender strategy** is working towards gender equitable outcomes.*

3.2.2 Capacity building outcomes

In addition the outcomes addressed in the table,, provide a brief narrative description of how effectively the projects capacity building activities are contributing to outcomes.

3.3 Key Findings/Knowledge generation

In this section provide a brief summary of the key, scientifically robust and socially relevant knowledge that has been produced in the last reporting period (this should include both biophysical research knowledge as well as knowledge related to learning and social processes). In the summary, address how it contributes to the relevant field of literature/knowledge.

Please reference any new publications, reports or briefs and include these in the appendix.

3.4 Most Significant Change observed by the project team this year

*Reflecting on the intended outcomes of the project, document a story that the project team considers to represent the most significant change in the last reporting period. **This story may be published on the ACIAR website** and should minimise the use of scientific jargon and acronyms (**no more than 350 words**). Inclusion of photos and videos that document these changes will aid in amplifying the achievements of the project. Please also provide identification of relevant next users and policy/decision makers to whom the ACIAR Outreach should target with any communications.*

[Most Significant Change | Better Evaluation](#)

As this story may be made publicly available on ACIAR's website and in other communication material, ensure consent for use or de-identification where appropriate. Do not include any commercially or institutionally sensitive material in this story.

4 Partnerships

This section should be **no more than 2 pages**.

Working through partnerships is fundamental to ACIAR's mandate and function. Reflection on the nature and quality of ACIAR brokered research partnerships as experience in project teams, and their maintenance and improvement over time, is crucial to the achievement of project results. This section prompts reflection on the health and quality of the relationships within the project team for this reporting period.

The following questions are a guide for this reflection:

Purpose, values and culture

- How has the purpose of the partnership(s) been clarified (or changed) in the last reporting period?
- Have the implicit or explicit operational values for the partnership(s) changed?
- How is the team reflecting on and working together towards a desired project team culture?

Working relationships

- Has the degree of responsibility and ownership increased or decreased for any of the partners?
- What is strengthening/compromising consensus within the partnerships regarding problem definition, research approach, and anticipated outcomes?

Monitoring

- How are you monitoring and assessing the health of the partnership?
- How are leadership and mutual responsibilities being assessed?

Details of changes to personnel should be appended to the report.

5 Risk Management

This section should be **no more than 1 page**.

This section requires review of and reflection on the project's **do no harm and risk management strategies**. It should address any significant changes in the probability or severity of internal or external risks to project delivery, project implementation or next users. Particular attention should be paid to changes in risk to humans (communities, next users, marginalised groups), ecosystems and/or relationships (partnerships, stakeholders e.g. political) as a result of changes in project activities or the context within which it is operating. Any revised strategies to manage and monitor the risks discussed should be outlined below.

Project implementation

This section should discuss changes in contextual risk and direct risk of adverse impact to project participants, members and ecosystems as a result of the implementation of project activities.

Next user risks

*The section should discuss any new knowledge on risks or potential harm to next users of project outputs and any new strategies to address these.
Your RPM will discuss with you any necessary action that needs to be taken in response to this factors.*

6 Appendices

Appendices offer an opportunity to provide additional information that otherwise might not be reported elsewhere. A good example is tabulating unpublished data in a way that others can use in the future, or providing more detailed descriptions of methodologies (e.g., a survey form).

Appendix 1: [Publications list](#)

Appendix 2: Personnel table

List of active project members.

Optional to also provide details of any significant project personnel changes during the reporting period (maximum ½ page).

Appendix 3: Annual Budget

Provide a summary of expenditure and discuss any significant variations from approved budget during the reporting period (maximum ½ page).

Appendix 4: Intellectual Property

Note any significant IP issues that may have arisen in the reporting period (maximum ½ page).

Normal Numbered	<ol style="list-style-type: none"> 1. an auto-numbering style for text 2. text text text text text text text text 3. text text text text text text text
Normal hang indent	<p>This style can be used if you want to manually number some points e.g. a,b,c or I, ii, iii. You need to add a number and tab to align the text.</p> <ol style="list-style-type: none"> a. Normal hang indent can be used to manually number some points. b. Normal hang indent can be used to manually number some points.
Caption style	text text text text text text text text text text text text text text text text
Footnote reference and text	¹ Footnote reference <i>Footnote text</i>

There are two defined table styles you can use if appropriate to the type of information. To apply formatting, select the table and apply the table text style and then apply one of the table styles shown below.

ACIAR table 1 style

Table 1	Column	Column	Column
Row			
Row			
Row			

ACIAR table 2 style

Table 1	Column	Column	Column
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