Project final report

Instructions for preparing a final report

The purpose of the Final Report is to provide an historical record of the scientific and other outputs of the project.

Please note, the final report will be published on the ACIAR website.

The final report template is a blank Word file that contains the basic headings and formatting styles for preparing the final 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 (except Acknowledgements which is optional). You may add headings at level 2-4 as required.

Summary of contents and number of pages in the final report

Section	Heading	Number of pages
1	Acknowledgments	
2	Executive summary	max 1 page
3	Background	max 2-3 pages
4	Objectives	max 1-1½ pages
5	Methodology	5-15 pages
6	Achievement against activities and outputs/milestones	5-10 pages
7	Key results and discussion	10-30 pages
8	Impacts	3-10 pages
9	Conclusions and recommendations	max 2 pages
10	References	
11	Appendixes	

1 Acknowledgments

This item is optional. Should you feel it is appropriate you may acknowledge the contribution of individuals, organisations and other bodies in Australia or in partner countries who have made a material contribution to the project.

2 Executive summary

The Executive Summary should be **a maximum of one page**.

The Executive Summary is the most important part of the document. It will be the primary source of information about the project on the ACIAR website.

The Executive Summary should summarise project objectives, significant results, impacts, conclusions and recommendations for future actions. It should answer the questions:

- Why the work was done?

- What was achieved?

- What impacts has the project had or is it likely to have in the future?

- What future actions might be required?

3 Background

The Background section should be **a maximum of 2-3 pages.**

In this section, briefly provide the context and the rationale for the project. It should answer the questions:

- What were the key issues the project intended to address?

- What was the project justification?

4 Objectives

The Objectives section should be **a maximum of 1-1½ pages.**

In this section, list the objectives as set out in the project proposal.

5 Methodology

The Methodology section should be about **5-15 pages.**

In this section, provide an overview of the methodology - not an exhaustive account of all methods and analyses as one might do for a scientific publication. This section should answer the questions:

- Where was the work done? (Include reasons for choice of location(s).)

- How was the work done?

- Who was involved in the work?

6 Achievement against activities and outputs/milestones

The Achievement against activities and outputs/milestones section should be about **5-10 pages.**

In this section, provide a systematic account of how the project achieved its objectives.

For proposal templates prior to September 2007, state how each output as listed in Table 3.2 of the project proposal was delivered; you should also refer to the project milestones as per Table 5.2 of the project proposal.

For proposal templates used after September 2007, state how the project met its milestones (time-bound outputs) as listed in Table 5.2.

7 Key results and discussion

The Key Results and Discussion section should be about **10-30 pages.**

In this section, provide an overview of the key results.

Here you can also report results that are unlikely to be captured in publications, but that are worth sharing with the broader research community or other intended end-users.

8 Impacts

The Impacts section should be about **3-10 pages.**

This is the key section for ACIAR.

In describing impacts achieved during the life of the project, provide evidence for the impacts, if possible in quantitative terms. Also indicate anticipated impacts five years beyond the conclusion of the project. Impacts may be positive or negative and either anticipated or unanticipated.

Do not confuse *outputs* (something the project makes), with *impacts* (something the project makes happen). A journal publication is an output; application by other scientists of a novel methodology described in a journal paper is a scientific impact.

8.1 Scientific impacts now and in 5 years

A scientific impact is the change in scientific practices that have occurred outside the project because of the findings of the project.

8.2 Capacity impacts now and in 5 years

A capacity-building impact is a change in the knowledge and skills of individuals (particularly those in the partner country) that has occurred through their participation in the project and its training elements. For the impact to be fully realised, the participants would use the new knowledge and skills in areas outside the scope of the project.

Capacity building also refers to equipment (hardware and software), buildings and infrastructure provided through the project that enables participants to continue R&D outside the scope of the project.

8.3 Community impacts now and in 5 years

A community impact should be interpreted as an impact beyond the scientific sphere. It refers to any change in social, economic, or environmental conditions due to the uptake of information or technology by individuals or groups not directly involved or collaborating on the project (including government agencies and NGOs) as a result of the project.

8.3.1 Economic impacts

Economic impacts refer to changes in an individual's, a community's or a country's monetary wellbeing. Examples of economic impact would be farmer families having a higher disposable income as a consequence of:

- adopting a new crop variety;
- policy changes that opened up new markets;;
- higher prices for market-oriented products; or
- more efficient use of resources.

8.3.2 Social impacts

Social impacts refer to changes in equity, culture, health, gender roles, and the religious, political, ethnic or demographic status of an individual or community

8.3.3 Environmental impacts

Environmental impacts refer to changes in natural resources how natural resources are managed and how the changed management affects the state of the natural resource (soil, water, air, biodiversity)

8.4 Communication and dissemination activities

In this section describe the activities undertaken in the project to disseminate project results and outputs as a backdrop for achieving impacts in the future. ACIAR's definitions of impacts are given above.

9 Conclusions and recommendations

The Conclusions and Recommendations section should be **a maximum of 2 pages.**

In this section, succinctly summarise the key learnings arising out of the project.

In assessing the future needs, provide recommendations of what future actions ACIAR could undertake to increase the likelihood of potential impacts, outlined above, materialising. This may include recommendations about follow-on projects.

10 References

In this section, list references used in the report as well as providing a list of all project publications.
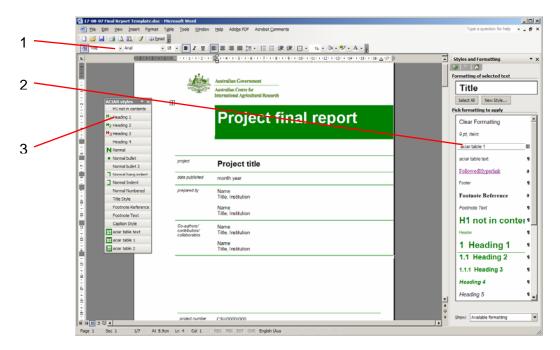
11 Appendixes

The appendixes 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 it in the future, or providing more detailed descriptions of methodologies (e.g. a survey form).

Formatting styles

Formatting styles can be accessed from:

1. the Formatting toolbar;

2. the task pane at the right of the screen; or

3. the specially created ACIAR styles toolbar. If you do not see the toolbar, from the Tools menu select Customise, click on the toolbar tab and check the ACIAR styles toolbar.

Heading 1	**Heading 1 is an auto-numbered heading**
Heading 2	**Heading 2 is an auto-numbered heading**
Heading 3	**Heading 3 is an auto-numbered heading**
Heading 4	***Heading 4***
Normal text	text text text text text text text text text text text text text text text text text text text text text text text text text text text text
Normal bullet	• text text text text text text text text text text text text

Normal bullet 2	– text text text text text text text text text text text text
Normal indent	text text text text text text text text text text text text text text text text
Normal Numbered	1. an auto-numbering style for text 2. text text text text text text text text text 3. text text text text text text text
Normal hang indent	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. 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 *Footnote text*

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
Row			
Row			
Row			