

## Reporting requirements: Annual Project Reports

### Purpose

The Annual Project Report (APR) provides interim results from an AHDB Cereals & Oilseeds-funded project, which can be disseminated to levy payers and other stakeholders. These reports will be published on the AHDB Cereals & Oilseeds website and will be made available in paper form. These reports are extremely important as they are the primary interim output from a project. They should show that the levy is being spent on worthwhile projects and that useful information is being generated.

### Audience

The primary audience for the APR is cereals and oilseeds levy payers (growers, traders and processors), agronomists and the press. Staff and committee members also use the report (with the Project Management Report) to assess progress.

### Timing

APRs are required every year on the anniversary of the project start date. This should be stated in the project milestones or specified in the contract. Under the terms of our contract with you, we are able to withhold all or part of any payment until we receive a report of a standard judged by us to be satisfactory.

**Email the Annual Project Report to [research@ahdb.org.uk](mailto:research@ahdb.org.uk)  
on or before the anniversary of the project start date.**

### Format

- The template for the report is reproduced overleaf with guidelines specific to each section. It is essential that you refer to these guidelines as you prepare your report.
- None of the formatting or text in the template, including tables, headings and disclaimer, should be changed in any way.
- The report (not including the KT record) must not exceed two pages in length.
- Colour may be used but it must be possible to understand the APR when printed black and white.

### Which projects must submit an Annual Project Report?

All research projects exceeding 12 months are required to submit an APR. Research Reviews are not required to submit an APR. If there are any further exemptions, these will be stated in the contract. You should either submit an APR or the Final Project Report by each anniversary of the project start date.

### Who should write the report?

The report should be prepared by the lead scientist, as named in the application. It is important that it is circulated to all members of the project team (including co-sponsors) to agree the content before submission. It is the responsibility of the lead scientist to ensure that all members of the team are happy with the content of the report, which will be published on the AHDB Cereals & Oilseeds website, and to ensure that any clauses relating to release of information in any project agreements are observed.

# Annual Project Report

## MMMM YYYY to MMMM YYYY

(reporting period)



<b>Project title</b>	Please state the official title of the project		
<b>Project number</b>	This will be in the style: RD-XXXX-XXXX or 2XX-XXXX.		
<b>Start date</b>	MMMM YYYY	<b>End date</b>	MMMM YYYY

<b>Project aim and objectives</b>
State the overall aim and objectives of the project as described in the project web summary.

<b>Key messages emerging from the project</b>
Taking into account results from the current year and from previous years of the project, summarise the key messages emerging from the project which are relevant to AHDB Cereals & Oilseeds levy payers and stakeholders. Text should be clear and concise and appropriate for a grower audience, with bullet points as appropriate.

<b>Summary of results from the reporting year</b>
Summarise the key results from the reporting year using graphs and tables to illustrate as appropriate but bearing in mind guidance on use of colour as specified in the guidance notes. Text should be clear and concise. Bullet points should be used where possible. The key audience for these reports is agronomists, technically-aware growers and the press.

<b>Key issues to be addressed in the next year</b>
Summarise the work/experiments which will be done in the next year of the project to illustrate to levy payers and other stakeholders what information they can expect to be reported in the next year.

<b>Lead partner</b>	Name the lead scientist and institute that are leading the project.
<b>Scientific partners</b>	List alphabetically any other institutes that are participating in the project and receiving funding from AHDB Cereals & Oilseeds.
<b>Industry partners</b>	List alphabetically any organisations that are providing co-sponsorship for the project in order to publicly acknowledge their funding.
<b>Government sponsor</b>	List alphabetically any sponsors, using correct terminology e.g. 'Sponsored by Defra through the Sustainable Arable LINK programme'

The results described in this summary report are interim and relate to one year. In all cases, the reports refer to projects that extend over a number of years.

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**Annual Project Report**  
**MMMM YYYY to MMMM YYYY**  
**(reporting period)**



Has your project featured in any of the following in the last year?	
<b>Events</b>	<b>Press articles</b>
List all events (except scientific conferences) at which the project has featured in the last year, adding further rows to the table as required.	List all press articles in which the project has featured in the last year, adding further rows to the table as required.
<b>Conference presentations, papers or posters</b>	<b>Scientific papers</b>
List all conference presentations/papers/posters that have featured your project in the last year, adding further rows to the table as required.	List any papers published.
<b>Other</b>	
List any further knowledge transfer activities that have raised the profile of the project in the last year, adding further rows to the table as required.	

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