Reporting requirements:
Final Project Report

AHDB CEREALS & OILSEEDS

Purpose

The Final Project Report serves as a record of the outcome of projects wholly or partly funded by AHDB Cereals & Oilseeds. It should constitute a full and complete scientific record of the research conducted within the project, such that any part of it could be repeated in the future. The report will be published on the AHDB Cereals & Oilseeds website and will be made available in paper form. Hard copies are sent to the British Library at Boston Spa and to CAB International for reviewing by abstracting journals.

Audience

The audience for the Final Project Report is primarily AHDB Cereals & Oilseeds staff and the research community, although it may also be read by more technically-minded farmers and agronomists.

Submission

Final Project Reports are due on the last day of the project. Reminders about this contractual obligation will be sent to all contractors shortly before the end of the project. If you are not able to submit your report on the last day of the project, you must make your Research and Knowledge Transfer Manager aware of the issues and agree a timetable. Three months' grace can be given at the end of the project to resolve any issues.

> **Email the Final Project Report as a Word document to research@ahdb.org.uk
> on or before the last day of the project.**

Which projects must submit a Final Project Report?

The majority of R&KT contracts will be required to submit a Final Project Report. A small number will not be expected to produce a report in this format. Where a standard report is not required, deliverables will be agreed at the stage of exchanging contracts. Exceptions include, but are not limited to:

- **Literature reviews** – Where a project is funded to conduct a literature review, with no associated practical work, the final report will take the form of a Research Review.
- **Software development** – Where the main objective of a project is development of software, a Final Project Report will not normally be required. Completion will be marked by delivery of software with supporting documentation, the extent of which will be agreed at commencement.
- **LINK projects** – In the majority of LINK projects and other collaborative projects, we expect an AHDB Cereals & Oilseeds report to be produced. On occasion, for example when its contribution to the project is very limited, we will be prepared to negotiate on reporting requirements. AHDB Cereals & Oilseeds will always expect a Final Project Summary to be submitted.
- **Undergraduate bursaries** – The student is required to submit a report describing the methods and findings of their bursary project and the supervisor is required to prepare a brief report explaining how the student's project contributed to the ongoing AHDB Cereals & Oilseeds-funded project with which it was associated.

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Editing

Once received, the report will be read by the Research and Knowledge Transfer Manager. If major rewriting is required, the Research and Knowledge Transfer Manager will liaise with the author at this stage. In most circumstances, however, the report will be passed from the Research and Knowledge Transfer Manager to the Publications Manager or Publications Assistant, who will add their comments and return the report to the author for editorial changes. Once the revised report has been received, the Publications Manager/Assistant will check it and publish the report. Ensuring that the report template is used will help to enable prompt publication of the report.

Expert evaluation

As outlined in the contract, we reserve the right to send Final Project Reports out for expert evaluation prior to publication. In such instances, we will advise you of our intention and notify you of a date on which we expect to be able to supply you with the evaluation report(s). AHDB Cereals & Oilseeds staff will discuss any recommendations made by the evaluator(s) and we will ask you to address any points deemed to be valid prior to final submission.

Payment

The final quarterly payment is made only after receipt of the Final Project Report of a satisfactory standard. Please note that sanctions apply in cases where submission of the report is delayed without good cause. For further information on where this will apply, please refer to your contract.
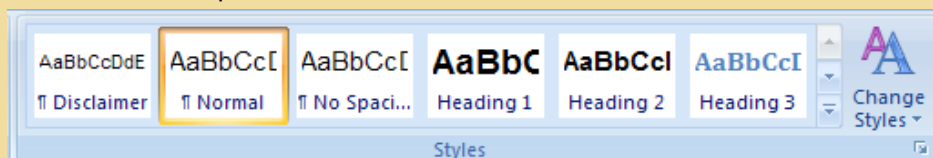
Format

- A template is provided. It is essential that this is used to enable prompt publication and payment.
- The report should be of a high standard in terms of scientific content, presentation and readability.
- Number figures and tables sequentially: Figure 1, Figure 2 etc. Figure legends should appear below the figure; table captions should appear above the table.
- Colour may be used, but it must be possible to clearly understand the report when printed in black and white.

For some projects, it may make more sense to structure the report differently, for example, each objective having its own Materials and methods and Results sections. This should not cause a problem but should be discussed with the Research and Knowledge Transfer Manager prior to submission.

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Using 'Styles' in Microsoft Word

The report template is set up with the appropriate page margins, page numbers etc. It also includes a table of contents. This can be automatically updated, but only if the report is formatted using the 'Styles' menu in Word. The 'Styles' menu can be found at the top of the screen.

AaBbCcDdE	AaBbCc[	AaBbCc[	AaBbC	AaBbCcl	AaBbCcl	Change Styles
¶ Disclaimer	¶ Normal	¶ No Spaci...	Heading 1	Heading 2	Heading 3	

Styles

Main text

The main body of the text should be in the style 'Normal'. This should be the default format, but can also be applied to text by clicking on the 'Normal' style or by pressing Ctrl+Shift+n.

Headings

Four levels of heading have been set up in the template. These should be used sequentially for headings and sub-headings. They can be applied by clicking on the appropriate heading in the style menu. Heading styles 1 to 3 can also be applied using the keyboard: Ctrl+Alt+1, Ctrl+Alt+2 and Ctrl+Alt+3.

Figure legends and table captions

These should use the style 'Legend' – available from the style menu.

Components of the report

Title – The title of the report is often, but not always, the same as the title of the project but it must relate well to the content. Avoid the use of acronyms.

Contents – The report template includes a table of contents that can be automatically updated by right-clicking and selecting 'update field'.

Abstract – A brief abstract (one page) summarising the aims, conclusions and implications of the work. This should be written in a style suitable for a grower audience. Do not include tables, figures or references in the abstract.

Introduction – Describe succinctly why the work was necessary, giving clear objectives.

Materials and methods – Provide sufficient detail to enable another researcher in the subject area to analyse or repeat the experiments described. If methods have been published in detail elsewhere, a summary can be provided here with appropriate reference(s).

Results – Use tables, graphs and figures, supported by appropriate statistical analysis to present results. Aim to achieve a balance between a brief summary of data which does not allow investigation of results, and extensive tables or raw data. If necessary, further data can be included as appendices. If you are unsure what an appropriate amount of data is, please contact AHDB Cereals & Oilseeds during preparation of your report.

Discussion – This should aim to put project results in the context of other relevant research. Pay special attention to uptake of results by the industry and suggestions for further R&D.

References – These should be provided in a consistent format, preferably using the format of 'Aspects of Applied Biology'.