

Reporting requirements: Final Project Summary

Purpose

The Final Project Summary serves as a record for levy payers of the outcome of projects wholly or partly funded by AHDB Cereals & Oilseeds. It should provide an easy-to-read summary of the research conducted within the project and the key conclusions and implications. The report will be published on the AHDB Cereals & Oilseeds website and will be made available in paper form. These summaries are extremely important as they ensure that every levy-funded project has at least one output in a grower-friendly form. They should demonstrate that the levy is being spent on worthwhile projects and that useful information is being generated.

Audience

The primary audience for the Final Project Summary is AHDB Cereals & Oilseeds levy payers (growers, traders and processors), agronomists and the press.

Submission

Final Project Summaries 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 Summary to research@ahdb.org.uk
on or before the last day of the project.**

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.

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 must not exceed four pages in length.
- Colour may be used, but it must be possible to clearly understand the report when printed in black and white.

Final Project Summary

Project title	Please state the official title of the project		
Project number	RD-XXXX-XXXX or 2XX-XXXX.	Final Project Report	PRxxx
Start date	MMMM YYYY	End date	MMMM YYYY
AHDB Cereals & Oilseeds funding		Total cost	

What was the challenge/demand for the work?

Explain the demand for the work and the key challenge(s) the project set out to address.

How did the project address this?

Briefly outline the methodology used to address the aims of the project.

What outputs has the project delivered?

Summarise the key results using graphs and tables to illustrate as appropriate but bearing in mind guidance on the 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.

Who will benefit from this project and why?

Include economic, environmental and social benefits, including figures where quantifiable.
Include an estimate of current and potential uptake.
Comment on AHDB Cereals & Oilseeds return on investment.

If the challenge has not been specifically met, state why and how this could be overcome

In cases where the project did not fully address the challenge, please explain why and how this could be overcome

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

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