

## Reporting requirements: PhD Projects

### Annual PhD Symposium

Each student is required to attend and present at the annual AHDB student symposium

- First year students: 10 minute oral introductory presentation
- Second year students: Poster presentation
- Third/Fourth year students: 30 minute oral summary presentation

### Reports required

- Annual Project Report
- Final Project Report
- Final Project Summary
- PhD Thesis: An electronic copy of the complete thesis (as a pdf) should be submitted once any corrections have been made; this will not be published on the AHDB Cereals & Oilseeds website

**For networking opportunities, join the AHDB studentship alumni LinkedIn page at**  
[https://www.linkedin.com/groups?home=&qid=7490121&trk=my\\_groups-tile-grp](https://www.linkedin.com/groups?home=&qid=7490121&trk=my_groups-tile-grp)

## Annual Project Report

### 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.**

## **Reporting requirements: PhD Projects**

### **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 projects are required to submit an APR. You should either submit an APR or the Final Project Report by the deadline.

### **Who should write the report?**

It is important that the report is circulated to all members of the project team (including co-sponsors) to agree the content before submission. The report should be prepared by the lead scientist, as named in the application. 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.

While the Agriculture and Horticulture Development Board seeks to ensure that the information contained within this document is accurate at the time of printing, no warranty is given in respect thereof and, to the maximum extent permitted by law, the Agriculture and Horticulture Development Board accepts no liability for loss, damage or injury howsoever caused (including that caused by negligence) or suffered directly or indirectly in relation to information and opinions contained in or omitted from this document. Reference herein to trade names and proprietary products without stating that they are protected does not imply that they may be regarded as unprotected and thus free for general use. No endorsement of named products is intended, nor is any criticism implied of other alternative, but unnamed, products.

AHDB Cereals & Oilseeds is a part of the Agriculture and Horticulture Development Board (AHDB).

**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.	

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.

While the Agriculture and Horticulture Development Board seeks to ensure that the information contained within this document is accurate at the time of printing, no warranty is given in respect thereof and, to the maximum extent permitted by law, the Agriculture and Horticulture Development Board accepts no liability for loss, damage or injury howsoever caused (including that caused by negligence) or suffered directly or indirectly in relation to information and opinions contained in or omitted from this document. Reference herein to trade names and proprietary products without stating that they are protected does not imply that they may be regarded as unprotected and thus free for general use. No endorsement of named products is intended, nor is any criticism implied of other alternative, but unnamed, products.

AHDB Cereals & Oilseeds is a part of the Agriculture and Horticulture Development Board (AHDB).

## Reporting requirements: PhD Projects

### Final Project Report (PhD)

#### 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 within six months of the end of the project. If you are not able to submit your report by this deadline, you must agree a timetable with your Research and KT Manager.

**Email the Final Project Report as a Word document to [cereals.research@ahdb.org.uk](mailto:cereals.research@ahdb.org.uk) within six months of the end 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. 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

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.

While the Agriculture and Horticulture Development Board seeks to ensure that the information contained within this document is accurate at the time of printing, no warranty is given in respect thereof and, to the maximum extent permitted by law, the Agriculture and Horticulture Development Board accepts no liability for loss, damage or injury howsoever caused (including that caused by negligence) or suffered directly or indirectly in relation to information and opinions contained in or omitted from this document. Reference herein to trade names and proprietary products without stating that they are protected does not imply that they may be regarded as unprotected and thus free for general use. No endorsement of named products is intended, nor is any criticism implied of other alternative, but unnamed, products.

AHDB Cereals & Oilseeds is a part of the Agriculture and Horticulture Development Board (AHDB).

## Reporting requirements: PhD Projects

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.

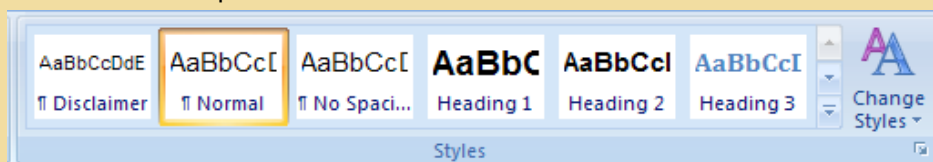
### Format

- 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.

### 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.



### 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.

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.

While the Agriculture and Horticulture Development Board seeks to ensure that the information contained within this document is accurate at the time of printing, no warranty is given in respect thereof and, to the maximum extent permitted by law, the Agriculture and Horticulture Development Board accepts no liability for loss, damage or injury howsoever caused (including that caused by negligence) or suffered directly or indirectly in relation to information and opinions contained in or omitted from this document. Reference herein to trade names and proprietary products without stating that they are protected does not imply that they may be regarded as unprotected and thus free for general use. No endorsement of named products is intended, nor is any criticism implied of other alternative, but unnamed, products.

AHDB Cereals & Oilseeds is a part of the Agriculture and Horticulture Development Board (AHDB).

## Reporting requirements: PhD Projects

### 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'.

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.

While the Agriculture and Horticulture Development Board seeks to ensure that the information contained within this document is accurate at the time of printing, no warranty is given in respect thereof and, to the maximum extent permitted by law, the Agriculture and Horticulture Development Board accepts no liability for loss, damage or injury howsoever caused (including that caused by negligence) or suffered directly or indirectly in relation to information and opinions contained in or omitted from this document. Reference herein to trade names and proprietary products without stating that they are protected does not imply that they may be regarded as unprotected and thus free for general use. No endorsement of named products is intended, nor is any criticism implied of other alternative, but unnamed, products.

AHDB Cereals & Oilseeds is a part of the Agriculture and Horticulture Development Board (AHDB).

## Reporting requirements: PhD Projects

### Final Project Summary (PhD)

#### 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 they 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 must be submitted within six months of the end of the project. On occasion it may be necessary to delay publication of the Final Project Summary due to submission of scientific papers. If this arises, please inform [cereals.research@ahdb.org.uk](mailto:cereals.research@ahdb.org.uk) so appropriate action can be taken.

**Email the Final Project Summary as a Word document to [cereals.research@ahdb.org.uk](mailto:cereals.research@ahdb.org.uk) within six months of the end of the project.**

#### Editing

Once received, the report will be read by the Research and KT Manager and the Publications Manager or Publications Assistant. If major changes are required, it will be returned to the author.

#### 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.

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.

While the Agriculture and Horticulture Development Board seeks to ensure that the information contained within this document is accurate at the time of printing, no warranty is given in respect thereof and, to the maximum extent permitted by law, the Agriculture and Horticulture Development Board accepts no liability for loss, damage or injury howsoever caused (including that caused by negligence) or suffered directly or indirectly in relation to information and opinions contained in or omitted from this document. Reference herein to trade names and proprietary products without stating that they are protected does not imply that they may be regarded as unprotected and thus free for general use. No endorsement of named products is intended, nor is any criticism implied of other alternative, but unnamed, products.

AHDB Cereals & Oilseeds is a part of the Agriculture and Horticulture Development Board (AHDB).

## Final Project Summary

<b>Project title</b>	Please state the official title of the project		
<b>Project number</b>	XXX-XXXX.	<b>Final Project Report</b>	PRxxx
<b>Start date</b>	MMMM YYYY	<b>End date</b>	MMMM YYYY
<b>AHDB Cereals &amp; Oilseeds funding</b>		<b>Total cost</b>	

### 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's 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

### How have you benefited from this studentship?

Please provide a brief statement on how the AHDB studentship has contributed to your career development. Provide an indication of your next role and future career plans, if relevant.

<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'

While the Agriculture and Horticulture Development Board seeks to ensure that the information contained within this document is accurate at the time of printing, no warranty is given in respect thereof and, to the maximum extent permitted by law, the Agriculture and Horticulture Development Board accepts no liability for loss, damage or injury howsoever caused (including that caused by negligence) or suffered directly or indirectly in relation to information and opinions contained in or omitted from this document. Reference herein to trade names and proprietary products without stating that they are protected does not imply that they may be regarded as unprotected and thus free for general use. No endorsement of named products is intended, nor is any criticism implied of other alternative, but unnamed, products.

AHDB Cereals & Oilseeds is a part of the Agriculture and Horticulture Development Board (AHDB).