Horticulture Innovation Australia Limited (Hort Innovation)
Final Report Guidelines

PURPOSE OF FINAL REPORTS

Hort Innovation requires Final Reports for three main reasons:

1. Accountability

The Project Leader is accountable to industry and the Australian Government to demonstrate that the research and development (R&D) has been carried out with due rigour and provided benefit to industry. The Final Report should be of sufficient quality that the R&D could be repeated using the report as guidance. Industry and the Government expect a return on investment from projects funded and a means of demonstrating this is through Final Reports. The Final Report should communicate clearly the industry impact of the R&D investment. It is important to note that acceptance of the Final Report and achievement of all milestones completes the contract between Hort Innovation and the Research Partner.

2. Awareness and access

All non-confidential Final Reports are published on the Hort Innovation website so they are available to industry.

Final Reports are also lodged with the National Library and the State Library of NSW as per copyright legislation. The Australian National Bibliographic Service indexes the reports to facilitate free access to the information. Researchers can avoid replication of R&D by searching these facilities.

3. Adoption of research outputs and outcomes

While it is hoped that the results of the R&D would be well on the way to being adopted by the time the Final Report is written, many reports are purchased by growers and others wishing to obtain the full details of the research. With this in mind, the Final Report must be user-friendly. However, the Final Reports should not be seen as the sole vehicle for communicating project outputs and outcomes to industry.

Research partners are welcome to publish any publicly available Final Report under their own cover provided the support of Hort Innovation is appropriately acknowledged and publication does not infringe any confidentiality provisions. This does not remove the obligation for the Final Report to be submitted to and accepted by Hort Innovation.

SUBMITTING FINAL REPORTS

Final Reports may be emailed to Hort Innovation, as a single document file, to:
milestones@horticulture.com.au

If a Final Report is very large (over 10 Mb in size), please contact the relevant Contract Manager for details of the electronic transfer service used by Hort Innovation.

CONFIDENTIAL FINAL REPORTS

Final Reports of confidential projects must be clearly marked as confidential. A public summary should be submitted separately to provide a brief update to industry.

FINAL REPORT FORMAT

Final Reports should be produced within the following guidelines. The Hort Innovation Final Report Template must be used.

The quality of the Final Report reflects directly on the author, their organisation and on Hort Innovation. It is important to present a report we would all be proud of. It is the responsibility of the research partner to ensure that the Final Report has been edited prior to submission to Hort Innovation. Poorly edited Final Reports will be returned to the research partner for resubmission before they are assessed for content.

Summary

Approximately 500 words. The Summary should be written in plain English for a range of audiences including growers, horticultural consultants, research partners and other horticultural value chain stakeholders. It should be reader-friendly and, above all, brief and to the point as it is the most likely section of the report to be used by industry and Hort Innovation in publications and on the Internet. Try to keep sentences and paragraphs short and use active and direct words and phrases.
Write the Summary expecting that the reader has no knowledge of the R&D project and is seeking enlightenment. It is useful to ask an independent person to read the Summary and provide honest feedback.

Keeping in mind that the Summary will be used as a standalone document for technology transfer purposes, include details of key technology transfer publications produced by the project. Also refer the reader to related published articles.

The Summary should provide:

- Project objectives (as stated in the original project proposal)
- Target audience
- Project activities
- Key outputs
- Key outcomes (results, consequences or impacts)
- Recommendations: for future R&D and practical application to industry.

Keywords

Provide up to 10 keywords that will help capture the research within search engines. Each keyword should be delineated by a semicolon. e.g. thrips; integrated pest management; lettuce.

Introduction

Provide the historical background to the project, its rationale (why the project was undertaken), the significance for industry and the overall objectives of the project. Discuss linkages to any relevant strategic plans, other/previous projects and any other background information that would put the project into context for the reader.

Methodology

Outline how the project was undertaken. This will include research methodology, technology transfer strategies and the project's monitoring and evaluation framework. Project reach (local, regional, national) and target audience (e.g. growers, consultants) should also be provided.

For technical/scientific projects (e.g. breeding and biotechnology, plant health, crop production, biosecurity/market access, emerging technology, postharvest, human nutrition, environment, minor use and chemicals) the Methodology should include a description and justification of the project's method over other options, key research activities, processes, trial plans and technology transfer activities. The high level scientific methodology should be included in the body of the report, with the detail (necessary for the methodology to be repeated) provided as an attachment.

For service delivery projects (e.g. industry development, training and leadership) the Methodology should outline technology transfer strategies and activities. This will include delivery activities (e.g. field days, newsletters, study groups, training), work plans, the monitoring and evaluation framework and project management (e.g. steering committees).

For product or information generation projects (e.g. communications, industry statistics and data tools) include all project delivery activities such as article/tool development methodology, publication reach, style and format, dissemination to industry and details of steering committees and/or project management.

Outputs

List and describe the project outputs – the tangible deliverables resulting from the project. Outputs may be products or services. Outputs are used by the project's target audience to achieve the project's intended outcomes. Examples of outputs include: literature reviews; reports; new knowledge and technology; protocols; cultivar or rootstock varieties; industry statistics; farm management tool; meetings/events; equipment; industry development services; articles/publications such as a magazine, fact sheet, newsletter or best practice manual; website pages; social media content; smart phone app; industry adoption activities such as a workshop or webinar.

Outcomes

Detail the outcomes (results, impacts and consequences) of the project. Were all intended outcomes achieved? Did the project achieve additional benefits? Are there any outcomes that are likely to be achieved in the longer term as a result of the project? Detail all economic, social and environmental impacts (benefits/risks to industry, community and the environment) that have resulted from the project.

Evaluation and discussion

Discuss project evaluation and overall project performance including the effectiveness of the project, impact of the project, efficiency of the delivery mechanism/s and appropriateness of the methodology. Provide supporting documentation. Consider the following:

- The effectiveness of project activities in delivering project outputs and achieving the intended outcomes.
- Feedback on activities and the quality and usefulness of project outputs. Detail how and when feedback was sought and how this feedback was incorporated into the project.
- Demonstrate and quantify changes resulting from the project (e.g. productivity, practice, attitudinal). These changes should be in the form of performance against established benchmarks, intended outcomes and key result areas that were established at the beginning of the project. The monitoring of these changes would ideally have started early in the project to provide before and after comparisons.
- The learning from the project and overall relevance to industry.

Recommendations

List the recommendations resulting from the project. For example recommendations to industry/growers and R&D investment decision makers.

Scientific refereed publications

Specifically for technical/scientific projects. Provide a list of all refereed scientific publications published during the project that can be attributed or partly-attributed to the project. Enter 'None to report' if there are no refereed scientific publications to report. Other publications such as magazine articles should be included in the Outputs. Use the reference style provided in the Hort Innovation Final Report Template.

Intellectual property/commercialisation

If the project has generated commercial IP outputs, include information about the IP commercialisation plan and management. Enter 'No commercial IP generated 'if there is none to report.

References

Provide a list of publications referred to in the Final Report. Delete this section if there are no references.

Acknowledgements

Include any acknowledgements or delete section if not applicable.

Appendices

Insert a list of all documents to be appended and attach them to the Final Report. Please note that all appendices are published with the Final Report. If an appendix includes information that should not be published (e.g. commercially or institutionally-sensitive material) provide it to Hort Innovation separately.