

Final Report Guidelines

Final Reports are an important part of each Project funded by the Grape and Wine Research and Development Corporation (GWRDC) as they ensure the grape and wine industry is kept informed about the outcomes and benefits of its investment in R&D.

The Final Report is required prior to the Project's nominated completion date and must include an End of Project Financial Statement.

It is important that Final Reports include information about the ways in which results have been or will be communicated to the industry. If communications material has been prepared such as videos, CDs or pamphlets they should be included with the Final Report.

Final Report Submission

Please post or courier two (2) hard copy of the Final Report including any associated material along with an End of Project Financial Statement to the GWRDC **and** provide an electronic copy of the Final Report and End of Project Financial Statement, in either word or PDF (Acrobat) format. The electronic copy can be provided either on disk or via email where appropriate.

Design and Layout

1. Front page:

- Include a cover page consistent with the GWRDC Final Report Template available from the GWRDC website - <http://www.gwrdc.com.au/site/page.cfm>
- Photographs or diagrams may be included on the cover page as indicated. The title must be identical to the approved Project title and the GWRDC's Project number should be used where indicated.

2. Title page:

Include the title, author details, date, publisher, copyright statement, disclaimer, ISBN or ISSN (if required).

3. Table of Contents:

Include a table of contents for the report including page numbers.

Content

1. Abstract:

- This should summarize the Projects objectives, method and outcomes in no more than 100 words accessible by laypersons.
- The abstract will be published in the GWRDC's newsletter to inform stakeholders of the latest Final Reports that have been lodged with the GWRDC and will be listed on the website.

2. Executive summary:

- This should be written in stand-alone form to convey a summary of the Project's outcomes and benefits in layperson's language.
- Ideally it should be no longer than 2 pages of text and provide a guide to the practical implications of the Project and any benefits it may provide to the industry and any future research or communication strategy which should be initiated.
- The executive summary should include acknowledgments of any financial support or other work that enhanced the findings of the Project. This must include any partnership arrangements with other institutions.

3. Background:

- Provide an introduction, which summarises the background provided in the original application and other relevant introductory material.

- Summarize the Project aim or output as described in the original application incorporating any approved modifications.

4. Project Aims and Performance targets:

Describe the planned outputs and performance targets as they appeared in the original application, or as otherwise approved. Highlight any changes to the original targets.

5. Method:

- Describe the nature of the Project and how it was carried out.
- If there was any departure from the method outlined in the original application describe what it was and why it was necessary.
- Include any new methodologies that may benefit other related or unrelated research

6. Results/Discussion:

- Detail results for each logical component of the Project with an accompanying discussion section.
- Any statistical analysis should be presented here along with comparisons of different viticultural (or oenological) treatments and their impacts.

7. Outcome/Conclusion:

- Describe how your Project performed against planned outputs and performance targets.
 - Did it achieve the objective set out in the original application?
 - If not, why?
 - Could changing the methodology/technology have improved the outcome?
- Provide an assessment of the practical implications of the research results for the Australian grape and wine industry.
- Please identify any benefits from the Project either in terms of economic returns to grapegrowers or winemakers, improvements in the quality of grapes or wine, environmental benefits or benefits to the broader community.

8. Recommendations:

- Identify any future research directions arising from this research.
- Put your research outcomes into the context of broader industry practices and identify priorities for further R&D, extension and policy.

9. Appendix 1: Communication:

Communication of the outcomes of research is an important part of the GWRDC's activities.

- Outline how the outcomes of this Project have been communicated during the Project.
- If any journal articles were written or published during the conduct of the Project please list them and where possible include copies in the appendix.
- If you believe further communication activities would enhance the uptake of this Project's findings please identify them i.e. the conduct of field days, workshops or the production of brochures or identification guides.

10. Appendix 2: Intellectual Property:

Identify the intellectual property and/or valuable information arising from the research.

11. Appendix 3: References

Provide a list of all references cited in the report

12. Appendix 4: Staff

List all staff that have been engaged on the Project.

13. Appendix 5:

Any other relevant material including eg raw data

14. Appendix 6: Budget reconciliation

Please use the End of Project Financial Statement, downloadable from the GWRDC website at <http://www.gwrdc.com.au/site/page.cfm>