# Final Technical Results Report template

## Template purpose

The purpose of the Final Technical Results Report template is to provide an overall interpretation of the work of the project and its distinct components.

## Using this template

* Save a copy of this template on your device.
* Complete each of the sections in the document.
* Delete this page and save your document.
* Submit the completed version of this document in Word format as an attachment via the Grains Investment Portal (GIP). Do not embed a completed document within any GRDC forms.

# Final Technical Results Report

**<Insert year>**

**<Insert project name>**

|  |  |
| --- | --- |
| **Project code:** | <Insert GRDC project code> |
| **Prepared by:** | <Insert researcher name> |
|  | <Insert researcher email address><Insert research organisation name><Insert research administrator name><Insert research administrator email address> |
| **Date submitted to GRDC:** | <Choose date> |

**REPORT SENSITIVITY**

#### Does the report have any of the following sensitivities?

|  |  |
| --- | --- |
| Intended for journal publication | YES [ ]  NO [ ]  |
| Results are incomplete | YES [ ]  NO [ ]  |
| Commercial/IP concerns | YES [ ]  NO [ ]  |
| Embargo date | YES [ ]  NO [ ]  |
| If Yes, Date: <Choose date> |

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## ABSTRACT

The abstract will also be used as the web summary. It is recommended that key words or phrases be included when writing it to assist search engines in finding your material. An introductory paragraph should engage your reader, letting the reader know what the topic/subject of the report is and explaining why the research is relevant.

The abstract should be a fully self-contained description of your report. It should summarise the thrust of the work, highlight the results and provide the main recommendation without the reader needing to click through to other pages for more information. It is imperative that is written in clear, everyday language – avoid jargon.

It should explain:

* why the work was done (state the problem and motivation for undertaking the work)
* how the work was done (what approach did you take and what was the extent of your work)
* what industry benefit/s will arise from the work (what were the results and implications of your work).

The abstract should be a maximum of 10 lines or 200 words. This is the most difficult to write but effort should be made to ensure it is challenging enough for more information to be requested by the reader.

**Note: Confidential reports**

All reports will be communicated to industry by the GRDC. Confidential material should be provided in a separate section to the final report and clearly marked confidential so it can be removed before making the rest of the report publicly available. If this is not possible, a public summary should be provided along with the final report.

## EXECUTIVE SUMMARY

An executive summary is for readers who want to quickly understand the results, recommendations and main, supporting points of our research. Your executive summaries must be succinct and clear. These guidelines will help you write effective executive summaries:

The Executive Summary should be a maximum of 2 A4 pages. The Executive Summary is the most important part of the document in that it will be GRDC’s main communication tool with industry.

The Executive Summary should summarise project objectives, significant results, conclusions and recommendations for future actions.

It should explain:

* why the work was done
* what was achieved
* when and how industry can benefit from the work
* who can benefit from the results.

## BACKGROUND

The Background should discuss the origins of the research project and previous research studies that are of relevance to the topic at hand. This section should provide a general overview of those prior research studies and projects, not an in-depth review. A more in-depth discussion of previous studies may be made in upcoming sections of the report.

## PROJECT OBJECTIVES

This section should discuss the goals of the research program/project being carried out. Is the goal to enhance an already-existing technology? What are the objectives of the project? Here you will identify the end goal of the research. Outline the scope of the project (including the limitations of the research, and how the outcome can be determined to have been achieved).

## METHODOLOGY

Describe the strategy of the project leading to the methods chosen. Technical language is expected, though be mindful that non-technical people may be reading the document. The methods should also be described as to how they relate to the objectives and underlying issues to be addressed. What research methods and/or strategies are being used to conduct the research? Will the approach be quantitative, qualitative, a mixed-method approach, or other?

**Photos/images**

All photos/images used in reports must also be supplied in high resolution for printing purposes (above 3MB in file size). Separate files may be required for larger MB pictures.

The following information should be included with any photograph:

* the name and contact details of the photographer;
* the name and contact details of each person appearing in the photograph
* the date on which the photograph was taken; and
* A detailed description of the image and what it depicts.

Permission to have their photograph taken and used for this purpose should be obtained from any person appearing in any photograph provided to the GRDC.

## LOCATION

Where field trials have been conducted, provide the following location details in the table below: latitude and longitude, or nearest town. (Add additional rows as required.)

|  |  |  |  |
| --- | --- | --- | --- |
| Site # | Latitude (decimal degrees) | Longitude (decimal degrees) | Nearest town |
| Trial Site #1  |  |  |  |
| Trial Site #2  |  |  |  |

If the research results are applicable to a specific GRDC region/s (e.g. North/South/West) or [GRDC agro-ecological zone/s](http://www.grdc.com.au/About-Us/GRDC-Agroecological-Zones), indicate which in the table below:

|  |  |  |
| --- | --- | --- |
| Research  | Benefiting GRDC region (select up to three) | Benefitting GRDC agro-ecological zone  |
| <Experiment title> | Choose an item.Choose an item.Choose an item. | [ ]  Qld Central[ ]  NSW NE/Qld SE[ ]  NSW Vic Slopes[ ]  Tas Grain[ ]  SA Midnorth-Lower Yorke Eyre[ ]  WA Northern[ ]  WA Eastern[ ]  WA Mallee | [ ]  NSW Central[ ]  NSW NW/Qld SW[ ]  Vic High Rainfall[ ]  SA Vic Mallee[ ]  SA Vic Bordertown-Wimmera[ ]  WA Central[ ]  WA Sandplain |

## RESULTS

Describe the results from the project, amalgamated as appropriate, including graphs / photos and statistical analysis.

**Photos/images**

All photos/images used in reports must also be supplied in high resolution for printing purposes (above 3MB in file size). Separate files may be required for larger MB pictures.

The following information should be included with any photograph:

* the name and contact details of the photographer;
* the name and contact details of each person appearing in the photograph
* the date on which the photograph was taken; and
* A detailed description of the image and what it depicts.

Permission to have their photograph taken and used for this purpose should be obtained from any person appearing in any photograph provided to the GRDC.

## DISCUSSION OF RESULTS

Provide a detailed discussion of what these mean in terms of key findings, farm practice or modified approaches to the underlying issue when interpreted for on-farm use compared with the objectives.

## CONCLUSION

Conclusions should include why the results and findings are important, what they mean in on farm terms, their utility as it may vary in different regions or environments.

The conclusion of the report indicates why the preceding information is important. It briefly revisits the main points of the report to gesture towards future implications of the research. While the conclusion does not introduce new topics or ideas, it does consider the broader implications of the research question, discuss possibilities for future research, and restate the significance of the research findings.

## IMPLICATIONS

Assessment of the impact of the outcomes on industry in Australia. Where possible provide a statement of costs and benefits.

## RECOMMENDATIONS

The conclusion of the report indicates why the preceding information is important. It briefly revisits the main points of the report to gesture towards future implications of the research. While the conclusion does not introduce new topics or ideas, it does consider the broader implications of the research question, discuss possibilities for future research, and restate the significance of the research findings.

## APPENDIX A: <Appendix title>

## GLOSSARY AND ACRONYMS

Below is a sample abbreviations and acronyms list. Be sure to include all abbreviations and acronyms that appear in the report.

|  |  |
| --- | --- |
| DPIRD | Department of Primary Industries and Regional Development |
| DAP | di ammonium phosphate |
| DArT | Diversity Arrays Technology  |
| DAT | days after treatment |
| Db  | bulk density |
|  |  |

## REFERENCES

This section provides the information a reader would need to locate the articles, journals, and/or other publications referred to in the report.

**DISCLAIMER** Any recommendations, suggestions or opinions contained in this publication do not necessarily represent the policy or views of the Grains Research and Development Corporation (GRDC). No person should act on the basis of the contents of this publication without first obtaining specific, independent professional advice.

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