

## Guidelines for Preparing R&D Final Reports

**Cover Page** (see Report Cover Page Template)

### 1. Acknowledgements

### 2. Executive Summary

- A summary of no more than 2 pages outlining the essence of the project.
- Include a brief outline of the need for the research, discussion of the results with specific reference to how the project objectives were achieved, brief synopsis of the conclusions, and a description of the need for any future work.
- Should be an accurate representation of the full report and be able to be read in isolation from the main report.

### 3. Background to Research

- Problems, needs, opportunities.
- Quantified potential benefits for the industry from the research.
- Possible implications of the research.

### 4. Objectives of the Research Project

- Present objectives as a list in the context of 'this project sets out to... increase/ evaluate/ measure/ define etc...'
- Can be taken directly from the project agreement.

### 5. Introductory Technical Information

- Detail of previous research in this area – findings from literature review.

### 6. Research Methodology

- Materials.
- Method/process.
- Statistical analyses used.

### 7. Discussion of Results

- Analysis of research outcomes compared with the objectives.

### 8. Implications & Recommendations

- Include a statement of the cost/benefit to the pork industry (directly or for future research).

### 9. Intellectual Property

- Detailed description of intellectual property arising from the research, eg. commercially significant developments, patents applied for or granted, licences, etc.
- If necessary this may be provided in a confidential attachment.

## **10. Technical Summary**

- Summary of information developed as a part of the research, eg. discoveries in methodology, equipment design etc.

## **11. References**

## **12. Publications Arising**

- List publications and where possible append copies of published articles.
- Note that all publications arising from the project, either during or after completion, must be approved by APL on the standard *APL Request for Disclosure* form before release.

## **\* Confidential Information**

Reports containing confidential information must have “Commercial in Confidence” marked on the cover page.