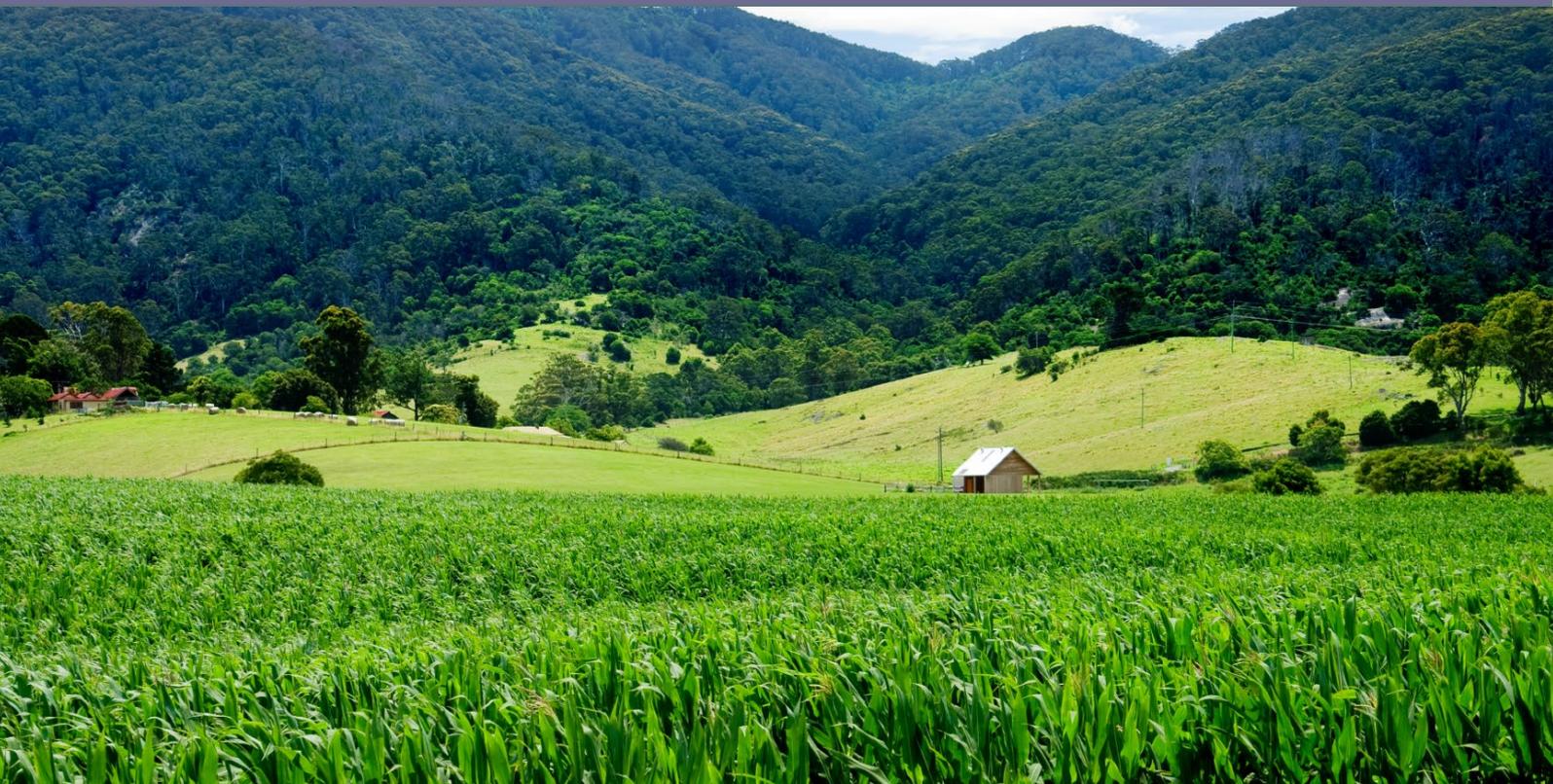


Attachment A3

# Final report guide

December 2021



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# Purpose of final reports

*Final reports communicate the outcomes and outputs of Hort Innovation funded projects to key stakeholders such as growers, industry participants, government and others.*

*The final report should demonstrate how the project has performed against the achievement criteria, outputs and outcomes detailed in the Research Agreement.*

*They should also document any project improvements that were adopted during the project, highlight any issues or risks that emerged, and identify any intellectual property, commercialisation and confidentiality issues and developments.*

Hort Innovation requires final reports for two key reasons:

## 1. Communicating to industry

Hort Innovation uses the information supplied in final reports to communicate about the project and its outcomes and outputs with stakeholders – growers, industry participants, government and other stakeholders – usually through communications channels such as our and website. The final report must clearly communicate the industry benefits of the project investment.

With this in mind, the final report must be user-friendly and in the final report format described below using the final report template. Delivery partners should supply information that is clear, and complete.

Final reports may also be lodged with the National Library and the State Library of NSW to comply with copyright legislation. The Australian National Bibliographic Service indexes the final reports to facilitate free access to the information – researchers can avoid replication of research and development (R&D) by searching these facilities. Results of the R&D are usually in the process of adoption by the time a final report is written. However, final reports are accessed by growers and other stakeholders to gain full details of the research.

Final reports should not be the sole vehicle for communicating project outputs and outcomes to industry. Depending on the agreement, delivery partners can communicate non-confidential information from a final report, however this does not remove the obligation for the final report to be submitted to and accepted by Hort Innovation.

In doing so, the delivery partner must adhere to the terms of the contract (“Agreement”) regarding acknowledgement of Hort Innovation and the correct funding statement is used. Please refer to the Hort Innovation publication guide for information relating to requirements for funding statements, available via the Delivery Partner Portal or alternatively on the delivery partner section of our website at [www.horticulture.com.au/delivery-partners](http://www.horticulture.com.au/delivery-partners).

## 2. Reporting to Hort Innovation

Final reports provide a platform for delivery partners to formally demonstrate the performance of a project to Hort Innovation – that it has achieved intended outcomes. In turn, final reports assist Hort Innovation with obligations of ensuring accountability to growers and levy payers, the Australian Government and other stakeholders.

It is important to note that the final report and achievement of all milestone reports completes the project.

# Key project information

## Templates, guides and forms

All templates, guides and forms can be found on the Delivery Partner Portal or alternatively, on the delivery partner section of our website at [www.horticulture.com.au/delivery-partners](http://www.horticulture.com.au/delivery-partners). This includes the final report template and guide, milestone report template and guide, Monitoring and Evaluation (M&E) template and guide and many more.

## Due dates and variations

Final reports form part of the contractual requirements under the terms of the Agreement and are due in accordance with the schedule in that Agreement.

Hort Innovation regularly checks for overdue final reports. The submission of the final report is a strict contractual requirement under the terms of the Agreement.

A valid reason for extending the due date of a final report may be considered by Hort Innovation, and if an extension is required, a request for extension must be submitted to Hort Innovation via Hort Innovation's Delivery Partner Portal prior to the due date. Requests to change the due date after the actual due date will not be accepted.

Requests for changes to milestone achievement criteria, progress payments, project personnel or other changes to a project must be made prior to the due date for submission of the final report. These requests must be discussed with the appropriate Project Manager at Hort Innovation who will advise the correct course of action. These requests will be assessed by Hort Innovation, and if a request is approved by Hort Innovation (in its discretion), the project details will be updated in Hort Innovation's project management system and through a written variation to the Agreement.

## Approval process

Final reports are submitted through Hort Innovations Delivery Partner Portal. After submission, final reports are reviewed by Hort Innovation to ensure they meet standards. If a final report does not meet standards, it will be returned through the Delivery Partner Portal to the delivery partner for review, editing and resubmission.

Final report standards include, but are not limited to:

- The summary provides an effective overview of the project
- The project has delivered against the terms of the Agreement
- The report has been produced using Hort Innovation's final report template
- Each of the template sections provide the required information as stipulated below in the 'Format and structure' section
- The report has undergone proper editing.

## Confidential projects

Final reports for confidential projects must be clearly marked as confidential – the option to do so, is located on the first page of the final report template. If individual sections of the final report are confidential, this should be indicated on the first page of the template and clearly highlighted in yellow where they appear in the final report.

To assist Hort Innovation with obligations of accurately communicating project results on a confidential project, a public project summary must be provided. Some projects may require a public version of the final report in addition to a confidential final report.

## Visual content

Hort Innovation uses visual content to assist with communication to stakeholders – growers, industry participants, government and other stakeholders.

Visual content, such as images; designs, graphics and illustrations; footage and advertorials; and quotes and written content that are submitted to Hort Innovation may be used to illustrate project progress or activities in Hort Innovation communication channels, annual reports, web pages and the like.

Any visual content relating to final report activities must be included in final reports. The visual content should appear in the body of the report and should also be supplied to Hort Innovation in an appropriate format through the Delivery Partner Portal. For photographic imagery, the appropriate format includes .jpg, .tiff or .png formats at the best possible resolution.

Depending on file sizes, the visual content should be compressed into a .zip folder for transfer to Hort Innovation along with the 'Talent release form' as explained below.

### Intellectual property, usage rights, attributions and credits for images:

Visual content supplied to Hort Innovation must contain necessary attributions, credits and permissions. Ownership and usage rights in and relating to this work must align with the contractual terms of the Agreement. For each image, it is important that you provide this information using the 'Talent release form'.

For each image and video, the supplied materials should include the following:

- .zip image folder
- Talent release form (if applicable) (available at <http://www.horticulture.com.au/delivery-partners>).

## Hort Innovation's name protocol

To strengthen the recognition of the organisation's name it is important that reference to our name in final reports align with the following standards.

In general communication, the organisation must be referred to as **Hort Innovation**. It must not be shortened or abbreviated.

The organisation must not be referred to as HIA, HI, HIAL or any other acronym.

The organisation must be referred to as Horticulture Innovation Australia Limited in relation to legal notices and other formal disclaimers and copyright notices. In these instances, the only acceptable way to refer to the organisation in the first instance is Horticulture Innovation Australia Limited. It may then be shortened to Hort Innovation.

## Submitting the report

Final reports must be submitted via the Delivery Partner Portal.

It is expected that all appendices be included in the final report document itself. Additional files (such as zipped image folders) can be separately uploaded via the Delivery Partner Portal.

## Format and structure

Final reports must be produced using Hort Innovation's final report template. We have provided an overview of the content requirements for the final report template sections below.

It is important that final reports use information collected as per the project's M&E Plan to provide evidence of project performance. Hort Innovation's 'Project M&E guide and template' can be found on the Delivery Partner Portal or alternatively on the delivery partner section of our website at <http://www.horticulture.com.au/delivery-partners>.

Please note that the template and guide have not been adapted for any particular project. The documents and their contents should act as a guide and will need to be considered against any particular project that it is used for and adapted accordingly in consultation with the relevant Hort Innovation Project Manager.

### PUBLIC SUMMARY

The final report summary provides an at-a-glance overview of the project in full. It is the information Hort Innovation primarily uses to communicate about the project and what it achieved and produced for industry with stakeholders including growers, industry participants, government and others.

Therefore, the summary must be easy to understand, concise and factual. It should be written in plain English, with all technical terms and concepts clearly explained with a lay audience in mind. It should be written as though the reader has no prior knowledge of the project and be able to stand alone from the rest of the report.

Usually, a length of one to three paragraphs (about 500 words) is appropriate. The summary should provide:

- What the project set out to achieve and what industry opportunity was addressed
- Target audience
- Key activities
- Key outputs
- Key outcomes (results, consequences or impacts)
- Recommendations: for future R&D and practical application to industry.

Please do not include any commercially or institutionally sensitive material or any personally identifiable information. All information included in the final report must be correct, up to date and not be misleading. Projects that are confidential must be summarised in a way that is suitable for public release. As the summary may be presented separately from the entire final report, it must be able to stand alone.

#### Quick tips

- Keep it simple and easy to read
- Communicate project outputs and outcomes (particularly tangible outputs that stakeholders can access and use)
- Think about what levy-payers and other industry stakeholders want and need to know about the project
- Describe progress with a big-picture-view

### TECHNICAL SUMMARY

For confidential and technical projects, an additional Technical Summary should be included. For confidential projects only the Technical Summary will be published.

## KEYWORDS

In this section, provide five to 10 keywords that may be used to optimise search results within search engines such as Google.

Each keyword should be delineated by a semicolon, for example, thrips; integrated pest management; lettuce.

## INTRODUCTION

In this section, provide the background to the project, its rationale (why the project was undertaken) and the significance for industry.

The context driving the project should be explained. Factors that served to change context and the positioning of the project should also be reviewed if relevant. This will ensure that the project can be appropriately introduced.

Foundational activities (e.g., learnings from a previous or connected project) that support the current investment should also be discussed.

Discuss linkages to the relevant Strategic Investment Plan, other/previous projects and any other background information that will put the project into context for the reader.

## METHODOLOGY

In this section, outline how the project was undertaken. This will include the work performed such as experiments, field trials, technology development and extension/training events.

Describe project reach (local, regional, national) and the target audience, such as growers, consultants, Australian population.

Projects that are technical or scientific in nature, such as breeding and biotechnology, plant health, crop production, biosecurity/market access, emerging technology, postharvest, human nutrition, environment, minor use and chemicals, should include a description and justification of the project's method over other options. The methodology should include key research activities, processes, trial plans, technology transfer activities and project management, for example, project reference groups. 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 appendix.

For service delivery projects, such as industry development, training and leadership, the methodology should outline technology transfer strategies and activities. This will include delivery activities, for example, field days, newsletters, study groups, training), work plans, and project management, for example, project reference groups. For product or information generation projects, for example, communications, industry statistics and data tools, include all project delivery activities such as article/report/tool development methodology, style and format, dissemination to industry and project management.

### Quick tips

- For projects that are technical or scientific in nature, describe and justify the method over other options
- For service delivery projects, the methodology should outline technology transfer strategies and activities

## RESULTS AND DISCUSSION

Provide results of the work undertaken including applicable tables, graphs and figures generated through the project. All data sets and/or databases should be supplied as appendices to the final report (and marked confidential as appropriate). The discussion should outline what the results mean for use and uptake by horticultural businesses or other industry stakeholders or for future/related research projects. Detailed scientific information (e.g., tables and figures) should be provided in appendices.

## OUTPUTS

In this section, list all outputs (tangible deliverables such as products and services) that were delivered during the project in the table provided. The table in the final report template includes prompts for what should be described in each column.

Examples of the outputs must be supplied as an appendix where appropriate, or if the output is digital, a link to the output would be appropriate. Please note that during the term of the project, all outputs, where appropriate, should have been provided to Hort Innovation as part of the approval process for branding and funding acknowledgement (refer to the Hort Innovation publication guide) and as part of the submission of milestone reports.

As Hort Innovation invests in such a diverse range of projects, the outputs are wide-ranging. These include reports; field trial and experimental data; new technology; new protocols or standards; minor use permits; new cultivar or rootstock varieties; industry data; publications/websites and their reach; articles in industry magazines; industry development services; training/extension events and number of growers trained/attendance; training material; project evaluation reports; annual operating plans; and project reference group minutes.

For industry extension/training activities, include details such as dates, locations, target audience, number of attendees and subject matter. For example:

- For workshops and webinars provide the date, location, topics presented, guest presenters, target audience and number of attendees
- For articles in industry publications provide the name of the article, where it appeared and reach of the publication
- For industry websites include access analytics
- For newsletters include the name of the newsletter, number of editions, focus of the content and the reach of the newsletter.

### Quick tips

- List tangible deliverables
- Supply tangible deliverables where appropriate as an appendix or digital link
- For industry extension/training events, supply all the relevant details
- Refer to monitoring data collected to provide evidence of outputs as per the project's M&E Plan

## OUTCOMES

In this section, detail the project outcomes (intermediate and/or end-of-project outcomes) in the table provided. The table in the final report template includes prompts for what should be described in each column.

Refer to monitoring data collected to provide evidence of outcomes as per the project's M&E Plan.

Intermediate outcomes are short- to medium-term outcomes brought about through project activities. They include changes in grower knowledge, attitudes, skills and aspirations. End-of-project outcomes are the desired final result of the project and represent the project's unique contribution.

Project outcomes should be linked to the relevant Fund outcomes (as per industry Strategic Investment Plan or Hort Frontiers strategy). Outcomes are the desired result of the project and represent the project's unique contribution to the relevant fund outcome(s), strategy(ies) and key performance indicator(s). For grant projects (or projects with external funding sources) the linkage to grant outcomes should also be included where appropriate.

This information is essential to support understanding how the specific project has contributed to the overall fund.

## MONITORING AND EVALUATION

Discuss overall project performance, answering the key evaluation questions (KEQs) determined as part of the project's M&E Plan in the table provided. The table in the final report template includes prompts for what should be described in each column.

KEQs usually consider project effectiveness, relevance, appropriateness and efficiency. For projects that delivered a component of a larger program, detail any project-specific monitoring data collected. Refer to any independent evaluations undertaken for the project/program where relevant.

## RECOMMENDATIONS

In this section, list the recommendations resulting from the project. For example, recommendations to industry/growers and R&D investment decision makers

This section should consider further research, development and extension (RD&E) required in the impact pathway, new RD&E needs that the project has identified and what action can be taken by the target audience of the project. It should include clear and concise recommendations for:

- Practical application of the project findings (what can be adopted or used by the target audience of the project – the 'so what')
- Possibilities of future RD&E that directly flow from the work undertaken and its results
- Development and extension activities that would ensure full value from the project's findings for industry.

## REFEREED SCIENTIFIC PUBLICATIONS

In this section, provide a list of all refereed scientific publications published during the project that can be attributed or partly attributed to the project. Also, provide a list of all scientific publications in preparation or submitted for publication.

Use the reference style provided in Hort Innovation's milestone report template. If there are no refereed scientific publications to report, enter 'None to report'.

## REFERENCES

Provide a list of publications and information sources referred to in the final report. If there are no references or information sources, mark this section as not applicable.

## INTELLECTUAL PROPERTY

Where there was background Intellectual Property used in the project and/or the generation of project intellectual property (IP), provide a summary using the format of the Hort Innovation IP Register. If an IP Register was provided in contracting of this investment, it should be updated to reflect any changes because of this investment. Please also provide narrative regarding commercialisation where appropriate. The IP Register is available on the delivery partner section of our website at <http://www.horticulture.com.au/delivery-partners>.

If the report is confidential, provide narrative regarding the rationale behind the confidentiality. Enter 'No IP, commercialisation or confidentiality issues to report' if there are none to report.

## ACKNOWLEDGMENTS

Provide any acknowledgements in this section or mark this section as "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, such as commercially or institutionally sensitive material such as sensitive meeting minutes, provide that information to Hort Innovation separately.

## Share your thoughts

We strive to provide the best experience possible for our delivery partners. Please share your feedback on how we can improve this document for you and other delivery partners in the future by emailing us at [communications@horticulture.com.au](mailto:communications@horticulture.com.au)

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