

**FINAL REPORT**

TEMPLATE

**Project Title:**  Type Title here

**Confidential or for public release?** Choose an item.

**Recognition of support:** The Research Provider [Insert name] acknowledges the financial assistance of the Cotton Research and Development Corporation (and if applicable add other funding partners or grants) in order to undertake this project.

**Part 1 – Contact Details & Submission Checklist**

**Principal Researcher:** **(Name and position of the principal researcher)**

**Organisation:**  Organisation name    

**Ph:**      

**E-mail:**      

**Supervisor:** **(Name & position of senior scientist overseeing the project).**

**Organisation:**

**Ph:**      

**E-mail:**

**Researcher 2: (Name & position of additional researcher or supervisor).**

**Organisation:**

**Ph:**      

**E-mail:**

**Submission checklist.**

*Please ensure all documentation has been completed and included with this final report:*

Final report template (this document)

Final Technical Report

Final Schedule 2: IP register

Final Schedule 3: Acknowledgment

Final financial report

PDF of all journal articles (for BioBit’s records)

**Signature of Research Provider Representative:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date submitted:** \_\_\_\_\_\_\_\_\_\_\_

**Part 2 - Monitoring & Evaluation**

**Achievement against milestones in the Full Research Proposal**

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Achieved/ Partially Achieved/ Not Achieved** | **Explanation** |
| *Please insert* | *Please insert* | *Please insert* |
| *Please insert* | *Please insert* | *Please insert* |
| *Please insert* | *Please insert* | *Please insert* |
|  |  |  |
|  |  |  |

**Outputs produced** *(Please refer to examples document to assist in completing this section).*

|  |  |
| --- | --- |
| **Output** | **Description** |
| *Please insert* | *Please insert* |
| *Please insert* | *Please insert* |
| *Please insert* | *Please insert* |
|  |  |

**Outcomes from project outputs** *(Refer to examples document).*

|  |  |
| --- | --- |
| **Outcome** | **Description** |
| *Please insert* | *Please insert* |
| *Please insert* | *Please insert* |

**Part 3 – Technical Report**

*Projects may require different approaches to the structure of the Technical report. A detailed technical report should normally include the following items:*

* *Table of contents (if necessary – depends on the length and complexity of your report)*
* *Executive summary*
* *Introduction*
* *Materials and methods*
* *Results*
* *Discussion*
* *Conclusions*
* *Key word index and*
* *A full list of industry and scientific publications, presentations, extension activities and other outputs.*

**Part 4 – Summary for public release**

*This summary is designed to provide a short overview of the project for all interested parties. It will be published on BioBit official website, along with the full final report (if suitable for public release). Please complete all fields, ensuring that this exceeds no more than two pages.*

|  |  |  |
| --- | --- | --- |
| **Project title:** | **Type Title here** | |
| **Project details:** | Project Title: |  |
| Key focus area: |  |
| Principal researcher: | (Name and position of the principal researcher) |
| Organisation: | Organisation name |
| Start date: | *Please insert* |
| End date: | *Please insert* |
| **Objectives** | * *Please list the key objectives in bullet point format* | |
| **Background** | *Please insert details re the background issue or need that led to this project being undertaken* | |
| **Research activities** | *Please provide a high level summary of the research you undertook as part of this project, to address the research need and to meet the project objectives.* | |
| **Outputs** | *Please detail the overarching outputs from this research projects: what did the project find/discover/create – be it new knowledge, technical advances etc.* | |
| **Impacts** |  | |
| **Key publications** | *Please detail any major publications resulting from your research.* | |