

## Guidelines for Preparing Award and Undergraduate Scholarship Final Reports

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

### 1. Project Summary

- Approximately half a page outlining the essence of the project by summarising each of the following sections.
- Should be able to be read in isolation from the main report.

### 2. Background

- Outline industry needs, problems and opportunities.
- Provide details of previous activities/research in this area.
- Detail potential benefits to industry, including target audience.

### 3. Objectives

- 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.

### 4. Activities Undertaken

- Describe the activities undertaken as part of the project.
- Where relevant, outline the equipment and staff employed and number of producers involved.

### 5. Results

- Describe the project results.
- Where possible, use tables and graphs to convey your results.
- Summarise results and how they compare with the project's objectives.
- If objectives weren't able to be met, explain why.

### 6. Implications and Recommendations

- Outline how the project outcomes will benefit the pork industry.
- Include an indication of how many producers or what percentage of industry could benefit.
- Explain how you communicated or plan to communicate the results to industry.
- Make recommendations for future activities or the need for further research.

### \* Confidential Information

- Reports containing confidential information must have "Commercial in Confidence" marked on the cover page.