



Project annual report

Instructions for preparing an annual report

The purpose of the Project Annual Report is to highlight research outcomes and progress, and to identify issues such as impending problems and potential opportunities.

Annual reports are required for project monitoring by ACIAR and feedback to project collaborators. Annual reports are also used by ACIAR to capture information for the Annual Review of Aid Effectiveness, which reports to the Australian Government on the outcomes related to the Comprehensive Aid Policy Framework (CAPF). Reports should focus on progress against the agreed project objectives, outputs and milestones as per the project document approved by ACIAR and how this relates to the Government's objectives of the CAPF. Annual reports should not repeat information from earlier annual reports.

The Progress Summary is published on the ACIAR website and should be written in a user-friendly manner, minimising the use of scientific jargon and acronyms.

Project Annual Reports are due 31 May each year for all projects that have been active for more than five months on 31 May (i.e. started in or before December of the previous year), until the final year of the project when a Final Report is required. An electronic copy should be submitted to the relevant ACIAR Research Program Manager by the commissioned organisation / International Agricultural Research Centre (IARC) after collaboration with partners.

The annual report template is a blank Word file that contains the basic headings and formatting styles for preparing the annual report for an ACIAR project.

These instructions describe what to consider in developing the content and how to use the template formatting. All headings in the template must be addressed. You may add headings at level 2-4 as required.

Summary of contents and number of pages in the annual report

Section	Heading	Number of pages
1	Progress summary (published on the ACIAR website)	max 750 words
2	Achievement against activities and outputs/milestones	max 3 pages
3	Impacts	max 3 pages
4	Training activities	max 1 page
5	Intellectual property	max ½ page

6	Variations to future activities	max ½ page
7	Variations to personnel	max ½ page
8	Problems and opportunities	max 1 page
9	Budget	max ½ page

1 Progress summary

The Progress summary should be **no more than 750 words**.

Please note that this summary will be made publicly available on ACIAR's website and in other communication materials. Do not include any commercially or institutionally-sensitive material in this summary (this information should be included in section 8).

The summary should focus on the objectives, activities, outputs and milestones for the reporting period as per the project document or subsequent variation approved by the ACIAR research manager.

Append copies of published papers or any detailed reports on project activities prepared for other purposes. These will not be released.

2 Achievements against project activities and outputs/milestones

In this section (maximum 3 pages), provide a systematic account of how the project achieved its objectives. The report needs to be clear and specific about what has and has not been achieved.

State how the project met its milestones (time-bound outputs) as listed in Table 5.2.

3 Impacts

This is the key section for ACIAR (maximum 3 pages).

While acknowledging that the project is still in progress, identify any impacts that have or will soon occur.

In describing impacts achieved during the life of the project, provide evidence for the impacts, if possible in quantitative terms. Impacts may be positive or negative and either anticipated or unanticipated.

Do not confuse **outputs** (something the project makes), with **impacts** (something the project makes happen). A journal publication is an output; application by other scientists of a novel methodology described in a journal paper is a scientific impact.

3.1 Scientific impacts

A scientific impact is the change in scientific practices that have occurred outside the project because of the findings of the project.

3.2 Capacity impacts

A capacity-building impact is a change in the knowledge and skills of individuals (particularly those in the partner country) that has occurred through their participation in the project and its training elements. For the impact to be fully realised, the participants would use the new knowledge and skills in areas outside the scope of the project.

Capacity building also refers to equipment (hardware and software), buildings and infrastructure provided through the project that enable participants to continue R&D outside the scope of the project.

3.3 Community impacts

A community impact should be interpreted as an impact beyond the scientific sphere. It refers to any change in social, economic, or environmental conditions due to the uptake of information or technology by individuals or groups not directly involved or collaborating on the project (including government agencies and NGOs) as a result of the project.

3.3.1 Economic impacts

Economic impacts refer to changes in an individual's, a community's or a country's monetary wellbeing while environmental impacts refer to changes in natural resources. Examples of economic impact would be farmer families having a higher disposable income as a consequence of:

- adopting a new crop variety
- policy changes that opened up new markets
- higher prices for market-oriented products
- more efficient use of resources.

These changes may be positive or negative and could either be anticipated or unanticipated.

3.3.2 Social impacts

Social impacts refer to changes in equity, culture, health, gender roles, and the religious, political, ethnic or demographic status of an individual or community.

3.3.3 Environmental impacts

Environmental impacts refer to changes in how natural resources are managed and how the changed management affects the state of the natural resource (soil, water, air, biodiversity).

3.4 Communication and dissemination activities

List project related publications that have been produced during the reporting period.

Provide information on communication and dissemination activities, e.g. coordination meetings, conference papers, demonstration sites, field days, workshops, including those not directly related to the project.

4 Training activities

Describe significant training activities during the reporting period. List names, institutions, degree, dates, topic, and sources of funding (maximum 1 page).

5 Intellectual property

Note any significant IP issues that may have arisen in the reporting period (maximum ½ page).

6 Variations to future activities

Indicate variations that are suggested for the remainder of the project. Clearly state what action, if any, is required (maximum ½ page).

7 Variations to personnel

Provide details of any significant project personnel changes during the reporting period (maximum ½ page).

8 Problems and opportunities

Discuss any research or logistical problems encountered during the reporting period, and their importance and implications for future research/extension. What approaches is the team using to attempt to overcome these problems (maximum 1 page)?

9 Budget

Provide a summary of expenditure and discuss any significant variations from approved budget during the reporting period (maximum ½ page).

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Normal hang indent	This style can be used if you want to manually number some points e.g. a,b,c or I, ii, iii. You need to add a number and tab to align the text. a. Normal hang indent can be used to manually number some points. b. Normal hang indent can be used to manually number some points.
Caption style	text text text text text text text text text text text text text text text text
Footnote reference and text	¹ Footnote reference <i>Footnote text</i>

There are two defined table styles you can use if appropriate to the type of information. To apply formatting, select the table and apply the table text style and then apply one of the table styles shown below.

ACIAR table 1 style

Table 1	Column	Column	Column
Row			
Row			
Row			

ACIAR table 2 style

Table 1	Column	Column	Column
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