

# HORTICULTURAL CROPS DEVELOPMENT AUTHORITY

## HORTICULTURAL RESEARCH FUND (HRF)

### FORM HRF 006 GUIDELINES FOR PERFORMANCE REPORT PREPARATION

#### INTRODUCTION

These guidelines have been written to facilitate and standardize preparation of performance reports for Horticultural Research Fund projects. Performance reports using these guidelines will provide the Office of the Secretariat with information needed to prudently monitor progress and will decrease the investigator's burden by clarifying what should and should not be included in reports.

Although reports are to be written by the principal Investigator (PI) they should reflect issues from all collaborating institutions and/or scientists. Each report should be submitted by the due date according to the detailed work plan for the project.

All reports will be reviewed by the Secretariat with assistance from experts in Specific aspects of a project. Unpublished research results, data in progress and annual reports will be treated confidentially. The Secretariat will use general descriptions of project accomplishments in various publications to highlight success in the HRF projects. Thus, information in the Final Report is not considered to be confidential unless the PI justifies why it should be.

New products or processes, which result from HRF projects, will be disseminated after proprietary rights have been established and commercial channels used. Confidentiality of such information will be respected until patents are filed.

#### **Three types of reports are required:**

1. Progress Report - This is a quarterly report which very briefly highlights project activities, significant results and constraints. No progress report is needed when an annual report or final report is due (maximum length: 3 pages)
2. Annual Report – This is a more detailed description of progress during the year (maximum length: 5 pages plus attachments).
3. Final Report – This summarizes all of the project's accomplishments (maximum length: 15-20 pages plus attachment).

#### **COVER SHEET**

All performance reports (progress, annual or final) should have a cover page as detailed in following cover page format. Be sure to include all pertinent dates. For the Final Report, it is important to clearly specify the dates over which the project was conducted.

(The format of this cover page and subsequent pages should be followed for all reports submitted to HRF, i.e. for quarterly, annual and completion reports. Forms may be obtained from the HRF Secretariat, or may be typed using this format).

- Type of Report:** Indicate whether a quarterly, annual or completion report.
- Period Covered:** Indicate the quarter, year or full period of the project, according to the type of report being submitted.
- Title of Project:** Use the same title as for the approved research project.
- Contract Number:** Use the number provided by HRF Secretariat on the research grant contract.
- Project Start Date;** Give the actual dates the research began
- Principal Investigator:** Give name
- Participating Institution:** Give the name of the Institution to which the Principal Investigator belongs

## **PROGRESS REPORTS**

The purpose of the progress report is briefly to advise the HRF Secretariat of overall project progress and to report constraints (if any) to project implementation and productivity. The report should include the following:

### **SCIENTIFIC SUMMARY**

Briefly review the research progress against the performance indicators established for the project. Highlight constraints likely to delay progress.

### **ADMINISTRATIVE/MANAGEMENT ISSUES**

Briefly discuss project administrative/management issues that have arisen including timely availability of funds, other budgetary issues, staffing changes, timetable, or research site changes. Changes in the budget (10% or more) should be justified. If the project schedule has changed, include revised schedule with brief rationale.

### **COLLABORATION AND PUBLICATIONS**

Briefly describe collaborative activities, indicating who was involved, and when and where activities occurred.

Describe collaborative activities anticipated in the next quarter. Provide citations for project publications that have appeared since the last report.

## **SECRETARIAT ACTIONS**

Indicate how the HRF Secretariat can assist in promoting project implementation and productivity. The progress report should not include in-depth discussions of results or publications. It should instead focus on factors that administratively affect the conduct of research and project operations. The first progress report should explain issues that developed when beginning the project. Subsequent progress reports may be quite brief if work is progressing according to plan and no particular issue requires review of assistance.

## **ANNUAL REPORT (MAXIMUM LENGTH: 5 PAGES PLUS ATTACHMENTS, IF ANY)**

The purpose of the Annual Report is to summarize significant scientific results from the previous 12 months' work. Managerial issues that have arisen should also be described. Any significant changes in the project should be described in detail. Annual Reports should include the following:

### **TABLE OF CONTENTS**

### **EXECUTIVE SUMMARY**

The Executive Summary should be typed double-spaced on a separate page; no longer than one page. Describe purpose of the project. Briefly describe the findings over the previous year, and explain how these findings contribute to the achievement of the project objectives. Clearly describe the nature of collaboration activities during the year.

The Executive Summary is extremely important. It is the section of the report which contributors to the HRF and policy makers use to assess the impact of HRF research projects. Write the Executive Summary so that the content is clear and concise.

### **RESEARCH OBJECTIVES**

Provide a brief statement of project objectives. DO not include unnecessary background, history or literature review.

### **RESEARCH ACHIEVEMENTS**

Focus on the extent to which progress has been made in achieving the project's objectives since the time of the last Annual Report. Use Performance Indicators to compare and monitor progress against original plans. If results have been published, provide reprints as attachments. Describe any products or procedures that have been patented.

## **PROJECT IMPACT**

Are results from the project being used? If so, how?. If not, what the anticipated uses? If so, describe revision.

## **ADMINISTRATIVE/MANAGEMENT ISSUES**

Describe any project administrative/management issues that have arisen since the last progress report.

## **BUDGET**

Describe and justify major changes (10% or more in budget terms) to budget. Provide details as to all budgetary contributions to the project. Compare with the original plan and highlight any significant issues. Providing a detailed budget using the following format (as for the detailed work plan) for the coming 12 months or remaining duration of the project.

<b>Month and activity</b>	<b>Required inputs and unit costs/rates</b>	<b>Estimated cost</b>
Month etc		
		Sub-total

## **COLLABORATION AND PUBLICATIONS**

Briefly describe collaborative activities, indicating who was involved and when and where the activities occurred.

Describe anticipated activities in the next quarter, and list project publications that have appeared since the last report.

## **SECRETARIAT ACTIONS**

Indicate how the HRF Secretariat can assist in promoting project implementation and productivity.

## **FINAL REPORT (MAXIMUM LENGTH: 15-20 PAGES PLUS ATTACHMENTS).**

The purpose of the Final Report is to link all findings from the project so that the overall achievements and impact of the entire project can be assessed. Project achievements should be discussed in terms of scientific accomplishments, contribution to scientific human capital development, the relevance of findings to development and how the information/technology is to be disseminated.

The final Report should not be a repetition of Annual Reports. No Annual Report should be submitted when a final report is expected, it is an overview of accomplishments from the entire project and should include the following:

## **TABLE OF CONTENTS**

### **EXECUTIVE SUMMARY**

The Executive Summary should be typed double spaced on a separate page. Use same guideline as for Annual Report, ;but review and summarize the entire project. The Executive summary should clearly place project accomplishments in the overall context of horticultural development.

### **RESEARCH OBJECTIVES AND RATIONALE**

Describe why the project was conducted. What problem was addressed and why is the problem important to development? Briefly describe how the project fits into on-going research by other scientists and reference pertinent literature. Describe the innovative aspects of the project. Briefly explain how other instituted supported the project.

### **METHODS AND RESULTS**

Summarize how data was collected. Present data through use of tables, charts photographs (black & white, glossy). When appropriate, data should be statistically analyzed. This section should be presented as it for publication in a journal.

### **PROJECT ACITIVITES/OUPUTS**

List the important outputs and impact of the project. Provide a list of publications not previously submitted, patents (pending) and meetings attended or held.

### **FUTURE WORK**

Will project lead to future work? Describe

### **LITERATURE CITED.**