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**AWI Final Report Introduction**

AWI deems final reports to be a critical component of research projects; with a purpose to ensure that all methods, data, and insights are accessible for future research and extension purposes.

Final reports submitted to AWI are to follow the below requirements:

* The report must be submitted as a self-contained document that captures the full scope of the project.
* Where appropriate, the report must address all headings provided within the contents of this template and in doing so should capture the project objectives, their success, the methodology, results, discussion, impacts and the conclusion.
* The report length must reflect the complexity and duration of the research conducted.
* The report must be formatted according to this template and adhere to AWI’s Writing Style Guidelines (Latest version can be accessed “wool.com/project-templates-and-guidelines”).
* If the report contains confidential content or commercially sensitive information, two versions must be submitted. If you are unsure about what constitutes confidential content, contact your AWI project manager for clarification.
	1. A confidential version for internal AWI use.
	2. A public version for publication on the AWI website.

**Using the final report template**

Summarised style guide below but refer to the complete AWI Writing Style Guide.

**General style guidelines**

* **Main headings: Aptos, size 18, black, bold**
* **Subheadings: Aptos, size 12, black, bold**
* Normal text: Aptos, size 11, black

**Acronyms**

* One worded states (Queensland, Victoria, Tasmania) are generally not shortened (for example, Queensland is always Queensland, not Qld).
* Acronyms are to be placed directly after the full name, but only if is used again.
* Acronyms can be used in the first instance for Western Australia (WA), New South Wales (NSW), South Australia (SA), Northern Territory (NT), and Australian Capital Territory (ACT), unless the context makes it unclear what’s being referred to, in which case the full name should be spelt out.

**Bolding**

* Boulding should generally be limited to headings, sub-headings, and table and figure titles.

**Capitals**

* When using breed names, the first letter should be in upper case
* Use minimal capitalisation in titles/headings, stray capitals should be avoided. For example: *Why stay in wool sheep.*

**Numbers, units and quantities**

* Express Celsius as °C.
* Financial years should be expressed with an en dash (–), not a slash (/) or a hyphen (-). Don’t use FY24 or FY2024. For example: 2023–24.
* Use a comma for numbers with four or more digits. For example: 4,000 ewes.
* Numbers less than 10 are written in words.
* Numbers from 10 onwards are written in numerals.
* Number ranges should use the en dash (–), not a slash (/) or a hyphen (-).
* All units should have a space between the numeral and the unit. For example: 200 ha, 7 km, except the percentage symbol (%): 15%.
* Avoid starting a sentence with a numeral. Either spell it out in words or re-write the sentence.

**Scientific terms**

* Unless you’re writing a technical or scientific communication, scientific names of plants, animals or diseases don’t need to be included, and you should use only the common names. If the scientific name is required, it should be included after the common name in brackets, and italicised.

**Tables and figures**

* Figure and table headings should be bolded (not italicised or underlined) and sequentially numbered followed by a colon, the title and no full stop. For example: **Figure 1: Seasonal outlook** and **Table 1: Property records**
* When referring to a figure or table within text, use brackets to direct reader to the graphic. For example: Wool prices have risen by xx% in 2024 (Figure 1). OR Figure 1 shows the xx% rise in wool prices in 2024.
* Numbers used in tables should be either centre justified or right justified, depending on what looks best for the data. Words should be justified.
* Headings are to appear above the table and below the figure.

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**Final Report**

**Project Number**

[AWI project number]

**Contract Number**

[AWI contract number]

**Contractor Name**

[Your organisation’s name – no acronyms]

**Prepared By**

[Your name]

**Publication Date**

[MONTH YYYY]

**[Project Name (Aptos, bold, size 18)]**

[Insert Logo(s) Here, \*please ensure it is appropriately sized\*]

\*Please do not change formatting of this document\*

\*Where appropriate, please remove/replace highlighted text in this document\*

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# **Executive summary**

**Background**

Provide a concise overview of the research objectives, be sure to include:

* Context – what is the main question and why is it important.
* Target Audience – Identify the demographic/stakeholders and why it is important to them.
* Outcome – Describe how the research findings will be applied.

**Objectives**

Briefly address the aims of the project and state if they were achieved or not.

**Methodology**

Briefly outline the methodology used in the research.

**Results/key findings**

Briefly outline the key findings/results of the research. If no significant results were achieved, identify possible reasons for lack of success.

**Benefits to industry**

Briefly outline how the project results provide benefit to the industry.

**Future research and recommendations**

Given the results, provide any industry/stakeholder recommendations for future research or development.

# **Introduction**

Clearly state the research question. Describe where and how the research was undertaken, the limitations, and any other key points to mention.

# **Background/literature review**

Provide context as to why the research is important and who it is important to. Discuss other similar studies that have been conducted and their results.

# **Project objectives**

Outline projects aims and objectives.

# **Success in achieving objectives**

Explain if the project objectives were achieved.

# **Methodology**

In detail, explain the methodology that was used to conduct and analyse the research. Consider if the methodology was efficient and discuss its success.

# **Results**

Detail the key findings/results of the project.

Include all IP materials as defined in the agreement i.e., analysis, tables, graphs and figures generated throughout the project.

# **Discussion**

Evaluate and discuss the results of the research. Compare the results with the studies of the literature review.

# **Impact on wool industry – now and in five years time**

Reflect on the results of the project and discuss what they offer to the industry and stakeholders in terms of future research and development.

# **Conclusion, key messages and recommendations**

Summarise key insights and implications and discuss how these relate back to the wool industry. Identify what extra learnings or knowledge gaps were identified throughout the project.

# **Bibliography**

# **List of abbreviations & or glossary**

# **Appendices**

[NOTE: Appendices 1 – 6 will not be displayed in the public version unless otherwise indicated]

Appendix 1 – AWI Communication Report Template (see below)

Appendix 2 – Project Intellectual Property Register

Appendix 3 – Storage of Primary Research Data (Paper based and electronic)

Appendix 4 – Animal Ethics Approval (if any)

Appendix 5 - Research Capacity Building

Appendix 6 – Other Appendices (if any)

## **Appendix 1 – AWI Communication Report Template**

Please write in plain language as this is used by non-science personnel. This should not be a copy and paste from the Communications Plan from the start.

**Name of project**

**Name of research body**

**Name(s) of any other project co-funding bodies**

**Name(s) of any other organisations involved (and specify how they are involved)**

**Project start date**

**Project end date**

**Other key dates (e.g. key milestone report(s), events, product launch)**

**Main objectives of the project (approx. 150 words)**

**Project summary (approx. 250 words)**

**Project (and key milestone) outcomes and outputs (approx. 250 words)**

**Benefits for woolgrowers and wool industry (approx. 150 words)**

**Is the project related to other AWI-funded or other past/present research**

**Potential/actual next steps in the research project**

**Name(s)/role(s)/contact details of the potential spokesperson/people.**

**Name(s)/role(s)/contact details of the key personnel in the project that can be contacted for information for communication purposes (if different from above)**

**Current images/video assets and potential opportunities**

## **Appendix 2 – Project Intellectual Property Register**

### **Background Intellectual Property (BIP) Register**

**IP category and nature of protection**

**IP description**

**BIP owner**

**Freedom to operate**

**Intended purpose and relevance of the project**

### **Project Intellectual Property (PIP) Register**

**IP category and nature of protection**

**IP description**

**PIP owner**

**Freedom to operate**

**Intended purpose and relevance of the project**

## **Appendix 3 – Storage of Primary Research Data**

**Provide details**

## **Appendix 4 – Animal Ethics Approval**

**Include relevant documents.**

## **Appendix 5 - Research Capacity Building**

**Number of research personnel**

**Number of research master students**

**Number of PhD students**

**Number of post-doctoral fellowships**

## **Appendix 6 – Other (if any)**