

DRAFT

Title of Your Report Here

Sub Heading Here

**[Insert authors names]**

**[Insert Publication Date]**

FRDC Project No **[Insert xxxx/xxx]**

### *Please Note – Final Report Requirements – accessibility*

*Under the Disability Discrimination Act 1992, Australian Government agencies are required to ensure information and services are provided in a non-discriminatory accessible manner – the FRDC and as a result all content produced as part of our projects also need to meet these requirements.

The Web Content Accessibility Guidelines outlines ways to make digital content more accessible to the broadest audience –*[*https://guides.service.gov.au/content-guide/accessibility-inclusivity/*](https://guides.service.gov.au/content-guide/accessibility-inclusivity/)*While there are many aspects to this, a key focus for principal investigators is to ensure that PDF documents are accessible. To make a PDF accessible you must make sure structural elements such as headings are marked-up so that a screen reader can follow the logical order of the content. The FRDC will update the final report design standard to highlight these requirements. We are regularly working to improve what we deliver to end users and this is part of that.*

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In submitting this report, the researcher has agreed to FRDC publishing this material in its edited form.

# Foreword (optional)

The foreword is a short (one page) optional section that is included in some reports to add gravitas. It is usually written in the form of a letter of commendation or recommendation.

Key areas that are usually included are:

* aim(s) of the project giving a brief background and brief description
* why the research is important
* who may benefit from the research
* what the key findings are
* what producers/policy makers/other stakeholders should do differently as a result
* what are the outcomes from the outputs?

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**Tables**

Apply the ‘Table’ style to the table headings in your document and then generate the list (similar to the TOC generation)

Figures

Apply the ‘Figure’ style to the figure headings in your document and then generate the list (similar to the TOC generation).

# Acknowledgments

Delete if not relevant

# Abbreviations

Delete if not relevant

# Executive Summary

Note: The Executive Summary is a **succinct two-three-page summary** of the project written in simple language. Most sections should be only about 1-2 paragraphs in length. The Executive Summary should use the following headings:

[**What the report is about**]

It is important to remember that the first paragraph is the most important as it sets the context for the whole report. It should summarise the key points that you want to convey, but also be interesting to catch the reader’s attention. In the lead you will increase your chance of coverage if you can use strong adjectives – first, biggest, most, etc. The Lead paragraph should contain information relating to

* Who did it?
* What did they do?
* Where did they do it?
* When did they do it?
* Why did they do it?
* And How did they do it?

(Who did it? – scientist, Minister, organisation) (What did they do? - new discovery, launch) (Where did they do it? – name of organisation, location, event) (When did they do it - today, yesterday, tomorrow) (Why did they do it – new innovation, benefits, bottom line) (How did they do it? – using new technology, new ideas).

[**Background** – why the project was undertaken]

[**Aims/objectives** – what you wanted to achieve at the beginning]

[**Methodology** – outline how you did the project]

[**Results/key findings** – this should outline what you found or key results]

[**Implications for relevant stakeholders** – this section should outline anything relevant for the below groups]

* industry
* communities
* managers or policy makers
* others where relevant

[**Recommendations** (if applicable) – outline areas you think need more work or follow up actions]

#### Keywords

**[Keywords section needs to include key subject areas and species name (see** [**www.fishnames.com.au**](http://www.fishnames.com.au) **for standard fish name)]**

# Introduction

Outline the background and need for the project

# Objectives

Objectives of the project – as agreed in the contract

Please include if any objective changed during the project.

# Method

Description of methods used, including justification

# Results

Including statistical analysis

## Please note for smaller projects the ***results, discussion*** *and* ***conclusion*** could be combined into one section if need.

# Discussion

Discussion of results compared with the objectives

##Please note for smaller projects the ***results, discussion*** *and* ***conclusion*** could be combined into one section.

# Conclusion

This section should bring together all the results and objectives to give an overview of the key findings and outcomes.

##Please note for smaller projects the ***results, discussion*** *and* ***conclusion*** could be combined into one section.

# Implications

Assessment of the impact of the outcomes on end users such as management, industry, consumers, etc in Australia (where possible provide a statement of costs and benefits).

# Recommendations

For this PROJECT, provide recommendations on the activities or other steps that may be taken to further develop, disseminate or to exploit commercially the results.

## Further development

Where this project DOES NOT fully solve or address all issues and more research and/or actions such as management changes are required provide recommendations for next steps.

# Extension and Adoption

Outline how the project was (and will continue to be) extended and communicated to the end user, such as managers, other researchers, industry and where applicable the broader community.

If possible outline where project outputs were adopted – this may not always be possible at time of writing the final report.

## Project coverage

If applicable report on any media, industry or government article on the project.

**## in current design standard**

# Glossary

Optional

# Project materials developed

If the project creates any products such as books, scientific papers, factsheets, images these should be outlined in this section outline and attach them where possible.

# Appendices

Appendices should include (where applicable):

* List of researchers and project staff (boat skippers, technicians, consultants)
* Intellectual Property
* Footnotes
* References – footnotes/references/cross-references

**FRDC FINAL REPORT C****HECKLIST**

The final report checklist can now be filled in when submitting your final report deliverable in [FishNet](https://fishnet.gov.au).