



**Australian Government**  

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**Wine Australia**

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Australia  
for  
Australian  
Wine**

# **Reporting guide**

## **Final Reports**

**March 2018**

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## Introduction

This guide was developed to assist researchers prepare their final report for project funding received from Wine Australia. Final Reports are an important part of each Project funded by Wine Australia, as they ensure that the grape and wine community is kept informed about the outcomes and benefits of its investment in research and development (R&D).

The Final Report is required prior to the Project's nominated completion date and must include an End of Project Financial Statement (see below).

It is important that Final Reports include information about the ways in which results have been or will be communicated to the industry. If communication materials such as videos, CDs or pamphlets have been prepared, then they should be included with the Final Report. Reports will be published on the Wine Australia website.

## Final Report Submission

A Final Report should be prepared in Word format as per guidelines below. This report should be submitted electronically, together with any associated materials, via email at [research@wineaustralia.com](mailto:research@wineaustralia.com), or on USB where appropriate.

An End of Project Financial Statement is also required at the conclusion of a project. The statement must be prepared and submitted online via Wine Australia's Clarity Investment Management System (CIMS).

The information below relates to preparation of the final written report. Please contact us at [applications@wineaustralia.com](mailto:applications@wineaustralia.com) or on (08) 8228 2000 if you require further information or assistance on any aspect of your final report.

## Design and Layout

### 1. Front page

- Include a cover page consistent with the Wine Australia Final Report Cover Page Template available from our website – <https://www.wineaustralia.com/research/reporting>
- Photographs or diagrams may be included on the cover page as indicated. The title must be identical to the approved Project title and the Wine Australia Project number should be used where indicated.

### 2. Title page

Include the title, author details, date, publisher, copyright statement, disclaimer, ISBN or ISSN (if required).

### 3. Table of Contents

Include a table of contents for the report including page numbers.

## Content

### 1. Abstract

- This should summarise the Project's objectives, method and outcomes in no more than 100 words accessible by laypersons.
- The abstract will be published in Wine Australia's RD&E newsletter to inform stakeholders of the latest Final Reports that have been lodged with Wine Australia and will be listed on the website.

### 2. Executive summary

- This should be written in stand-alone form to convey a summary of the Project's outcomes and benefits in layperson's language.

- Ideally it should be no longer than two pages of text and provide a guide to the practical implications of the Project, any benefits it may provide to the industry and any future research or communication strategy which should be initiated.
- The executive summary should include acknowledgments of any financial support or other work that enhanced the findings of the Project. This must include any partnership arrangements with other institutions.

### 3. Background

- Provide an introduction, which summarises the background provided in the original application and other relevant introductory material.
- Summarise the Project aim or outputs as described in the original application, incorporating any approved modifications.

### 4. Project Aims

Describe the planned outputs and performance targets as they appeared in the original application, or as otherwise approved. Highlight any changes to the original targets.

### 5. Method

- Describe the nature of the Project and how it was carried out.
- If there was any departure from the method outlined in the original application describe what it was and why it was necessary.
- Include any new methodologies that may benefit other related or unrelated research.

### 6. Results/Discussion

- Detail results for each logical component of the Project with an accompanying discussion section.
- Any statistical analysis should be presented here along with comparisons of different viticultural (or oenological) treatments and their impacts.

### 7. Outcome/Conclusion

- Describe how your Project performed against planned outputs and performance targets.
  - Did it achieve the objective set out in the original application?
  - If not, why?
  - Could changing the methodology/technology have improved the outcome?
- Provide an assessment of the practical implications of the research results for the Australian grape and wine industry.
- Please identify any benefits from the Project either in terms of economic returns to grapegrowers or winemakers, improvements in the quality of grapes or wine, environmental benefits or benefits to the broader community.

### 8. Recommendations

- Identify any future research directions arising from this research.
- Put your research outcomes into the context of broader industry practices and identify priorities for further R&D, extension and policy.

### 9. Appendix 1: Communication

Communication and extension of the outcomes of research is an important part of Wine Australia's activities.

- Outline how the outcomes of this Project have been communicated during the Project.
- If any journal articles were written or published during the conduct of the Project please list them.
- If you believe further communication activities would enhance the uptake of this Project's findings please identify them i.e. the conduct of field days, workshops or the production of brochures or identification guides.

**10. Appendix 2: Intellectual Property**

Identify the intellectual property and/or valuable information arising from the research.

**11. Appendix 3: References**

Provide a list of all references cited in the report.

**12. Appendix 4: Staff**

List all staff that have been engaged on the Project.

**13. Appendix 5**

Any other relevant material including e.g. raw data.