



California Department of Food and Agriculture Fertilizer Research and Education Program

2011 PUBLICATION & REPORTING REQUIREMENTS

PROJECT FACTSHEET

A project factsheet will provide a technically digested summary of the work performed by the grantee. The factsheet should demonstrate the significance of the research contribution towards advancing the most effective methods to reduce nitrate contamination from agriculture.

The technically digested summary should be written as a practical guide with growers and certified crops advisors in mind.

The grantee is **REQUIRED** to provide a project factsheet to the California Department of Food and Agriculture, via the FREP, in order to receive final payment of funds to close out the grant.

The project factsheet will be 1-2 pages in length and be publication ready for the internet in Post-Script Document or PDF format.

The contents of the project factsheet should contain the following elements:

- I. Project Summary
- II. Methods
- III. Findings—includes management advice and resulting practice methods

REPORTS

Project reports provide a basis for conveying and evaluating a project's progress. Project leaders communicate with the Fertilizer Research and Education Program (FREP) staff regularly to report project progress, difficulties, and plans for the next work period, and to obtain approval for changes from the agreed upon work plan. All reimbursement will be contingent upon acceptance of reports and invoices.

If the project leader is unable to submit a report by the time stipulated in the grant, he/she is expected to notify the FREP staff in writing six (6) weeks before the due date.

Send all reports to the CDFA/FREP program coordinator by e-mail to frep@cdfa.ca.gov

There are **five** types of reports:

1. INTERIM REPORTS

Interim reports cover up to the first six months of a project, and the succeeding six month periods between successive annual reports. The interim report should mimic the format for the annual report, as seen below. **Label the document "Interim Report" and specify the period covered by the report.** An interim report should not exceed three pages of text (excluding charts and tables). Include the name(s), address (es), and phone number(s) of project leader(s), plus project title, and CDFA grant number. Provide a brief narrative regarding project activities and completed tasks using the task and subtask numbers as they appear in the work plan.

2. ORAL PROGRESS REPORTS

FREP staff may request project leader(s) or his/her designee to make oral progress reports, in addition to the written reports specified in the grant.

3. INTERPRETIVE SUMMARY AND CONFERENCE PRESENTATION

The interpretive summary will be used for outreach purposes and will be included in the annual FREP conference proceedings. It should be written for a lay audience and include project objectives and summarized results and conclusions. **Project leaders will be asked to give the presentation at an annual conference.**

4. ANNUAL REPORTS

Annual reports cover up to the first twelve months of a project, and successive annual periods thereafter. Annual reports are due at the time specified in the grant and should summarize the data results and discussions from the specified year of the project. Project leaders are required to submit an example of each product resulting from their project. **Label the document "Annual Report" and specify the period covered by the report.**

5. FINAL REPORTS

Label the document "Final Report" and include the date of the report. Final reports are written in the same format as an annual report, but must also include summarized data, results, and discussion from all years of the project, in order to form a comprehensive document.

Note: Annual reports are also final reports for one-year projects.

INCLUDE THE FOLLOWING IN ALL ANNUAL REPORTS:

a. ***Project Information***

Include project title, CDFA grant number, project leader(s) and cooperator(s) names, affiliation, address (es) and phone number(s).

b. ***Statement of Objective***

Briefly specify the problem being addressed by the project. The project objective(s) should be restated and consistent with the objective(s) of the original proposal, unless CDFA has approved changes to the objectives.

c. ***Abstract***

State the problem. Summarize the approach used in experiments or projects. Summarize key findings. State the impact of the findings. Write in lay terms, as the abstract may be on the FREP website.

(Sections A, B, and C combined should not exceed two pages.)

d. ***Introduction***

Provide introductory paragraphs that supply sufficient background and context to allow the reader to understand and evaluate the results of the present study. Briefly describe previous concepts and research. State the problem that justifies undertaking the project. Briefly describe the general approach and objectives, including the means by which the question was examined, especially if using new methodology.

e. ***Work Description***

Briefly describe the project activities identified by task and subtask numbers as they appear in your grant. Include a descriptive title of each task.

f. ***Results, Discussion, and Conclusions***

Summarize project activities, methods, and materials in sufficient detail to provide a good understanding of how each task was conducted. Final reports of multi-year projects must include data (summarized, not raw) from each year of the project so that the report stands as one complete document.

- g. **Results**
Use tables, graphs, and other illustrations in the “Results” section to provide a clear understanding of representative data obtained from the experiments. Emphasize significant findings.
- h. **Discussion/Conclusion**
- Use this section to interpret your results. Give particular attention to the objectives. Were the objectives met?
 - Explain the principles, relationships, and generalizations supported by the results.
 - Address any exceptions or lack of correlation that qualify the findings or difficulties that point to areas for further investigation.
 - Explain how the results relate to previous findings.
 - Present your conclusions as supported by a summary of the evidence.
- i. **Project Evaluation**
When applicable, a cost/benefit analysis of adoption of the new technology, barriers to adoption, and evaluation of the effectiveness of selected outreach/information dissemination activities should be included in this section.
- j. **Outreach Activities Summary**
Project leaders should provide documentation of outreach activities in the reports submitted to FREP. The report should include:
- Date
 - Place
 - Name of event
 - Presentation title
 - Number of participants
 - Type of audience
 - Supporting documentation (i.e. flyers, program, etc.)
 - Short evaluation of the overall effectiveness or impact of the outreach event

POWERPOINT PRESENTATIONS

A PowerPoint presentation that highlights research findings and implications is to be included with submission of the final report. The purpose is for posting on the FREP website to extend the outreach possibilities and, therefore, benefit California farmers.

Send the PowerPoint presentation to the CDFA/FREP program coordinator by e-mail at frepp@cdfa.ca.gov

The PowerPoint presentation should include the following:

- Introduction
- Justification
- Objectives
- Methods
- Summarized data
- Results
- Conclusions/discussion
- Practical recommendations
- Notes

ACKNOWLEDGMENTS

Recipients of FREP funds should acknowledge the support in all publications, articles, field days, conferences, public presentations, audio-visuals, and other products resulting from this project.

Acknowledgement can be orally or by including the following text in a prominent position in project products:

This project, [*name product or publication*] was funded (in part) by a grant from the California Department of Food and Agriculture's Fertilizer Research and Education Program (FREP) and the Fertilizer Inspection Advisory Board. FREP provides funding to conduct research and education projects to advance the environmentally safe and agronomical sound use and handling of fertilizing materials.

Project leader(s) may be required to provide and maintain, within the project area, a sign of durable construction briefly describing the project and acknowledging the Department's and FREP's participation in the development of the project.

INVOICES AND TIME EXTENSIONS

Invoices should be sent in arrears to:

**California Department of Food and Agriculture
Fertilizer Research and Education Program
1220 "N" Street
Sacramento, CA 95814-5607**

- Invoices should be submitted on the grantor's invoice form and include the CDFA grant number and the period covered.
- Invoices must be co-signed by the grantor's principal contact person for CDFA.
- Final invoices should be submitted within 90 days of termination of the agreement.
- CDFA cannot reimburse the project leader for work performed before the start date of the grant or for work performed after the expiration date on the grant or extension.
- **If the project leader needs a time extension on his/her grant, he/she must notify the FREP staff in writing FOUR (4) months prior to the scheduled end of the grant.**