



Final report guidelines



Purpose of final reports

Final reports communicate the outcomes and outputs of AMPC-funded projects to key stakeholders such as processors, industry participants, and the government.

The final report should demonstrate how the project has performed against the achievement criteria, outputs and outcomes detailed in the research agreement.

They should also document any project improvements that were adopted during the project, highlight any issues or risks that emerged, and identify any intellectual property, commercialisation and confidentiality issues and developments.



AMPC requires final reports for two key reasons

Communication to industry

AMPC uses the information supplied in final reports to communicate about the project and its outcomes and outputs with stakeholders — processors, industry participants, government and other stakeholders — usually through communications channels such as our website and newsletter. The final report must communicate the industry benefits of the project investment.

The final report must be user-friendly and in the final report format described below using the final report template. Research providers should supply information that is clear, and complete.

Reporting to AMPC

Final reports provide a platform for research providers to formally demonstrate the performance of a project to AMPC and that it has achieved the intended outcomes. Final reports assist AMPC with obligations of ensuring accountability to levy payers and processors, the Australian Government, and other stakeholders.

It is important to note that the final report and achievement of all milestone reports complete the project.



Key project information



Templates and guides

All templates and reporting guides can be found on the project templates section of our website at www.ampc.com.au/research-development/project-templates. This includes the final report template and guide, milestone report template and guide, and snapshot report template and guide.



Due dates and variations

Final reports form part of the contractual requirements under the terms of the Research agreement and are due per the schedule in that agreement.

AMPC regularly checks for overdue final reports. The submission of the final report is a strict contractual requirement under the terms of the research agreement.

A valid reason for extending the due date of a final report may be considered by AMPC, and if an extension is required, a request for extension must be submitted to the AMPC program manager or employee outlined in the research agreement before the due date. Requests to change the due date after the actual due date will not be accepted.

Requests for changes to milestone achievement criteria, progress payments, project personnel or other changes to a project must be made before the due date for submission of the final report. These requests must be discussed with the AMPC program manager or employee outlined in the research agreement. These requests will be assessed by AMPC, and if a request is approved, the project details will be updated in AMPC's project management system and through a written variation to the research agreement.



Approval process

Final reports are submitted via email to the AMPC Program Manager or employee outlined in the research agreement. After submission, final reports are reviewed by AMPC to ensure they meet standards. If a final report does not meet standards, it will be returned to the project research partner for editing and resubmission.

Final report standards include:

- The final report provides an effective overview of the project
- The project has delivered against the terms of the research agreement
- The report has been produced using AMPC's final report template
- Each of the template sections provides the required information as stipulated in the final report template
- The report has undergone proper editing.



Confidential projects

Projects and final reports that contain confidential or commercially sensitive content must be submitted with a watermark on all pages and in the file name.

To assist AMPC with the obligations of communicating project outcomes on a confidential project, a public version of the final report is also required.



Communications content

AMPC uses content to assist with communication to stakeholders — processors, industry participants, government, and other stakeholders.

Visual content, such as images; designs, graphics and illustrations; video footage; and written content that is submitted to AMPC may be used to demonstrate project outcomes across the AMPC communication channels and corporate reporting.

Any content relating to the project must be included in the final report. The content should appear in the body of the report and should also be supplied to AMPC in an appropriate format.

For photographic imagery, the appropriate format includes:

- .jpg, .tiff or .png formats at the best possible resolution.
- Depending on file sizes, the visual content should be compressed into a .zip folder.

For video content, the appropriate format includes:

- MP4



Submitting the report

Final reports must be submitted via email to the AMPC program manager or employee outlined in the research agreement.

Reports must be submitted using the file name format “[Project Code] Final Report”.

All appendices should be included in the final report document itself. Additional files (such as zipped image folders) can be shared separately.

Appendix files must be submitted using the file name format “[Project Code] Final Report - Appendix [#]”.

For example:

- 2025-1060 Final Report
- 2025-1060 Final Report - Appendix 1



Final report format and structure

Final reports must be produced and submitted per [AMPC's brand guidelines and writing style guide and report guidelines](#), available from the AMPC website.

The final report must:

- Include sections that address all the items in the objectives set out in the Research Agreement schedule
- Be supplied in electronic Microsoft Word format
- Include all project data, modelling, and decision support tools, in a raw format suitable for further analysis (e.g. Microsoft Excel).
- Include all communications content such as images and video either within the report or as separate files.
- Duly acknowledge participating producer groups, Research Organisation(s) and funding contributors (including the Commonwealth Government).

An overview of the content requirements for each section of the final report has been provided below.



Project title

The project title should be no more than 7-10 words. It should identify the technology or solution being researched. The title will be agreed on and outlined in the Research agreement.



Abstract

The abstract will be published on the AMPC website and in its monthly processor newsletter to inform stakeholders of the latest final reports that have been completed.

The abstract must be a full, self-contained description of the final report. It must summarise the main objectives of the project and any key results that were obtained. It must be written in clear, concise plain English, avoid any technical terms or scientific jargon and should not exceed 250 words.

The abstract must address the following points:

- Why was the project undertaken i.e. state the problem the project was addressing and potential solutions that were to result from the completion of the project.
- How was the project performed i.e. briefly outline the methodology used.
- What key results arose from the project?
- Outline the benefits to the industry of the project results.



Executive summary

The executive summary must be easy to understand, concise and factual. All technical terms and concepts should be clearly explained. It should be written as though the reader has no prior knowledge of the project.

A length of one to three paragraphs (about 500 words) is suitable. The summary should include:

- **Brief overview of the purpose of this research including**
 - Main problem/question being addressed and why
 - Main target audience/demographic and why
 - What the results of the research will be used for and what it means to levy payers and industry stakeholders?
- **Objectives**
 - Outline the aims/objectives of the project and whether they were achieved (3-4 sentences; dot points acceptable).
- **Methodology**
 - Briefly outline the methodology that was used to achieve the aims/objectives (2-4 sentences; dot points acceptable).
- **Results/key findings**
 - Outline the primary results/key findings of the project. If there were no results, provide details of possible reasons that the work undertaken was not successful (2-3 sentences).
- **Benefits to industry**
 - Outline the benefits to the industry of the project results (2-3 sentences).
- **Future research/extension/adoption and recommendations**
 - Based on the results of the project, provide any industry/stakeholder recommendations for future research or development (2-3 sentences).



Introduction

The introduction should include a detailed overview of the purpose of the project (what is the problem/issue/s that this project sought to address), how the research outcome/s were intended to act as a solution/s, and how this project is unique to others that address the same issue. Provide references to published literature.

Information should include:

- The industry problem or knowledge gap that this research is addressing
- The main question being asked and why
- The main target audience/demographic and why
- What the results of the research/survey will be used for?



Project objectives

This section should outline the project objectives as specified in the Research agreement.

The project objectives need to be specific, measurable and designed to achieve project goals.



Methodology

This section should describe how the project was conducted, including experimental design(s), measurements, and statistical analysis.



Results

This section should outline the results of the project. It should also include the key data sets with appropriate statistical analysis. The use of graphs and tables to summarise data is strongly encouraged. All project data should be included as an Appendix or supplied electronically.



Discussion

This section should include a full interpretation of the results. It should outline what the results mean for use and adoption by processing businesses or other industry stakeholders or for future/related research projects.



Conclusions

This section should include key project outcomes/conclusions and benefits to the industry because of the project outcomes.



Recommendations

This section should include a list of recommendations that consider further research, development and extension (RD&E) required in the impact pathway, new RD&E needs that the project has identified and what action can be taken by the target audience of the project. It should include clear and concise recommendations for:

- Practical application of the project findings and implications for industry
- Possibilities of future RD&E that directly flow from the work undertaken and its results
- Adoption and extension activities.



Project outputs

In this section, list all outputs (tangible deliverables such as products, services, resources, events, and communications content) that were delivered during the project.

- For industry extension/training activities, include details such as dates, locations, target audience, number of attendees and subject matter
- For workshops and webinars provide the date, location, topics presented, guest presenters, target audience and number of attendees
- For articles in industry publications provide the name of the article, where it appeared and the reach of the publication.



Bibliography

This section should include all references used in the report or referred to for background information. This must be done using the [Harvard Referencing Style Guide](#).



Appendices

This section should include any supporting documentation which has been referenced in the report. Each Appendix must be named and numbered.

Appendices may include project outputs:

- Project data
- Communications content (e.g., images, videos, workshops, webinars, events, media about the project)
- Detailed scientific information (e.g., tables and figures)
- Intellectual property.