

Appendix A Technology Development Format for Interim and Final Reports

The following is a proposed format for the preparation and submission of Technology Development 2000 Interim and Final Reports.

Report Submission:

Both Interim and Final reports are to be submitted in electronic copy to the Programs and Risk Management office, prm@gov.ns.ca.

Interim reports are to be submitted 30 days prior to the projects' first year anniversary date as identified in the funding agreement.

Final reports are to be submitted within 90 days after the projects' completion date as identified in the funding agreement.

Interim Report Format:

The following format is to be followed when preparing interim reports for submission. Suggested report length is 2 - 3 pages.

Project Title:
Project Number:
Project Leader:
Project Cooperators:
Abstract:
Project Objectives:
Methods & Materials:
Preliminary results:
Future Project Direction:

Revenue & Expense Summary - (NSAC researchers include SAP account printout)

Executive Summary: (written in a format suitable for general distribution ie industry newsletters, department publications)

Final Report Format:

The following format is to be followed when preparing final reports for submission.

Project Title:
Project Number:
Project Leader:
Project Cooperators:
Abstract:
Project Objectives:
Literature Review
Methods & Materials:
Results and Discussion:

Revenue & Expense Summary - (NSAC researchers include SAP account printout)

Conclusion and Summary:

Project Impact:

Executive summary: (written in a format suitable for general distribution ie industry newsletters, department publications) Project results will be made available through:

- reports
- extension activities (meetings, newsletters)
- publications