

Western IPM Center Program

Report Guidelines Information Network Projects

Report due date:

How to submit: Electronically, as an attached MS-WORD file, to llherbst @ucdavis.edu. If you have questions, contact Linda Herbst, 530-752-7010.

Format. 12-point type or larger, with one-inch margins.

Content: Reports should follow the outline below and include responses to as many of the questions, also listed below, as are relevant to your project. *These are guidelines.* Provide your readers with enough detail that someone who is not familiar with your project can understand what you were trying to achieve, how you went about it, and what you accomplished, but please keep it concise.

A. Grant Data

- Grant #:
- Title:
- Type: State Network Project
- Lead investigator (name, title, institution, address, phone, fax, email):
- Team members (name, title, institution):
- State(s) involved:
- Funding year:
- Funding amount:

B. Nontechnical Summary

An overview of the project, briefly outlining its context and key components, *written to a lay audience.*

C. Objectives

Restate your project objectives. After each objective, provide a brief (1-3 sentence) narrative about whether you've achieved it; if it was modified, mention how.

D. Results

Provide a brief description of your accomplishments, organized either by objective or by the headings that follow. Include a discussion of any unexpected events that seem noteworthy.

Recommended headings:

- Advisory Committee
- Coordination with Other Agencies and Programs
- Work Pertaining to Regulatory Issues
- Website and Other Stakeholder Outreach
- Pesticide Use Surveys, Crop Profiles, and PMSPs
- Other Work
- Conferences, surveys, special projects, attendance at other events

E. Appendices

If applicable, attach to your report any of the following that will enhance our understanding of your project and its impacts:

- Photographs of crops, pests, activities, or staff members
- Any presentations, such as in Powerpoint, resulting from this project
- Printed fact sheets or other publications resulting from your work.