

## Western IPM Center Grants Program

### Project Report Guidelines for IPM Working Groups

#### Report due date:

**How to submit:** Electronically, as an attached MS-WORD file, to [llherbst@ucdavis.edu](mailto: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: IWG
- 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 working group, briefly outlining its context and purpose, *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. Working Group Membership.** Names, affiliations, contact information.

**E. Progress.** Describe the progress made by your working group during the past year, especially as it relates to the objectives listed above. Include meeting dates, how you communicated (teleconferences; face-to-face); how you arrived at priorities; and any challenges encountered.

**F. Results.** Provide a brief explanation of your results. Include the group's recent list of priorities, its work plan, additional recommendations for the future, and any other impacts (e.g., website improvements).

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

- Photographs
- Any presentations, such as in Powerpoint, related to this project

- Printed materials resulting from your working group's activities.