

## **GUIDELINES FOR STAGE REPORTS SUBMITTED TO THE NATIONAL R&I PROGRAMME**

Reporting of scientific achievement throughout the duration of an R&I project is a fundamental requirement which has to be carried out to the highest of standards and in conformity to professional scientific practice. Stage reports are consecutive and are expected to demonstrate successive stages in the development of a scientific concept and its evolution throughout the project.

### **Stage 1 Report**

*Section 1.* This section shall concisely explain the scientific hypothesis being tested in the R&I project.

The hypothesis/es will be the framework for the pursuit of objectives throughout the entire project. It is important that the Primary Investigator has to show clear and concise thought processes in this section. A very brief description of methodology to be used in the project needs to be described. This section should not be more than one page long.

### *Section 2.* Work packages

The project is subdivided into work packages (WP). The scope of the WP is to either document existing/published results or to document new results derived from tests carried out by the consortium. Each WP has to be documented as follows:

- a. Objectives of each WP have to be defined clearly and briefly.
- b. The actual results of tests are to be submitted together with information on the testing methodology and problems encountered with testing procedure. This section should include graphs, tables, figures, photographs, etc...

Each WP has to be described separately. The report should be ended with a conclusion and remarks.

### **Stage 2, 3 etc. Reports**

This could be the continuation of Stage 1 processes. The researcher should by now have a clear idea where the project is heading.

Each WP has to be supported by results, figures, etc... The overall results of the WPs are to be described in the conclusion to the report/s.

## **Detailed Scientific Report**

This is the culmination of the entire project. The report has to refer to previous stage reports and the WP therein, especially the results of the WP and should be sub-divided as follows:

### **Section 1.**

Abstract of the report (maximum of 400 words)

### **Section 2.**

Table showing the researchers involved and their specific roles.

### **Section 3.**

Description of hypothesis tested and brief description of methodology used.

### **Section 4.**

This should be a review of previous reports and the results of WP therein. It may include WP and testing carried out in the final stage.

### **Section 5.**

The discussion of results. This is the focal part of the report and should elaborate on the results and their significance in an objective manner.

### **Section 6.**

Recommendations for further considerations and way forward. This section should highlight future prospects and potential of the project.

### **Section 7.**

Conclusions of the Report. This section has to assess the hypothesis tested and whether the hypothesis can be accepted or disregarded. Rejected hypothesis do not constitute a failed project but add to scientific/technical knowledge.

### **Section 8.**

Reference list. The report should be supported by reference to other published/unpublished works that are used in the description of WP and the discussion sections.