



**Australian Government**

**Wine Australia**

**Wine  
Australia  
for  
Australian  
Wine**

# **Reporting guide Incubator Initiative**

**March 2018**

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## **Wine Australia**

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## Introduction

This guide was developed to assist researchers prepare their final report for Incubator Initiative project funding received from Wine Australia. Final reports are an important part of each project funded by Wine Australia, as they ensure that the grape and wine community is kept informed about the outcomes and benefits of its investment in research and development (R&D).

Final reporting for Incubator Initiative projects consist of three components, all of which are due by the project's end date:

- a **final financial reconciliation** prepared and submitted in CIMS, using your username and password generated when the project application was lodged
- a **written report** prepared in Word format as per guidelines below. This report should be submitted electronically, together with any associated materials, via email at [research@wineaustralia.com](mailto:research@wineaustralia.com), or on USB where appropriate, and
- a **verbal report** delivered to the Regional Program partner at a mutually agreed time and location.

The information below relates to preparation of the final written report. Please contact us at [applications@wineaustralia.com](mailto:applications@wineaustralia.com) or on (08) 8228 2000 if you require further information or assistance on any aspect of your final report.

## Design and layout

### 1. Cover page

- include an Incubator Initiative project Final Report cover page available from [www.wineaustralia.com](http://www.wineaustralia.com)
- photographs or diagrams may be included on the cover page as indicated. The title must be identical to the approved project title and our project number should be used where indicated.

### 2. Length and scope

- the report should be suitable for both Wine Australia and the Regional Program partner, and will be published on the Wine Australia website
- the report should be written such that any 'subject matter expert' would be able to deliver the findings from the research, and
- the total length of the report (excluding appendices) should not exceed ten pages.

## Content

### 1. Abstract

- provide a statement of the research question and summarise the Incubator Initiative project's objectives, findings and implications in no more than 100 words of plain English.

### 2. Executive summary

- provide a summary of the Project's outcomes and benefits in layperson's

language

- it should be no longer than 300 words of text and provide a guide to the practical implications of the Project, any benefits it may provide to the industry and any future research or communication strategy which should be initiated
- the executive summary should include acknowledgments of any financial support or other work that enhanced the findings of the Project, including partnership arrangements with Regional Partners.

**3. Aims and background**

- provide a summary of the background to the problem or opportunity that indicated the need for this regional-based research.

**4. Materials and methods**

- describe the project design and research method
- if there was any departure from the method outlined in the original application describe what it was and why it was necessary, and
- include any new methodologies that may benefit other related or unrelated research.

**5. Results and discussion**

- detail the results for each logical component of the project with an accompanying discussion, and
- any relevant raw data should be presented here, or attached as an appendix if applicable. This may include statistical analysis, tables of data, graphs, figures etc.

**6. Conclusion and recommendations**

- Indicate whether the research question was answered. If not, why not? Could changing the methodology/technology have improved the outcome?
- Outline the practical implications of the project and any benefits it may provide to the participating region.
- Identify any benefits from the project to the wider Australian grape and wine community. These could be economic returns to grapegrowers or winemakers, improvements in the quality of grapes or wine, environmental benefits or benefits to the broader community.
- Please identify any intellectual property and/or valuable information arising from the research.
- Provide a guide to future research directions arising from this research. What should be done next?

**7. Extension**

- Outline how the outcomes of this project have been communicated during the course of the research.
- If any journal articles were written or published during the conduct of the project please list them and where possible include copies in an appendix.
- Detail what extension material has been prepared for this project and how

the material should be delivered to the participating region. Examples include the conduct of field days, workshops or the production of brochures, videos, factsheets or identification guides. Any communication materials should be included with this report

- Note that funding for actual delivery of any extension material will not occur as part of the Incubator Initiative and instead will occur through Regional Program funding in subsequent year(s).

**8. Researcher benefit and feedback**

- indicate how this research has benefited your professional development, and
- can you think of any improvements that we could make to the Incubator Initiative?

**9. Appendices**

- attach any raw data, publications, extension or other material.