



Australian Government

Wine Australia

**Wine
Australia
for
Australian
Wine**

Reporting guide

Travel & Visiting Scholar Bursary

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Wine Australia

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Introduction

The guide was developed to assist researchers create a report for the Travel or Visiting Scholar Bursary received from Wine Australia.

The guide provides information on:

- Wine Australia
- reporting options
- information required in the report
- submission requirements
- how to use *WeTransfer*

Please contact us at research@wineaustralia.com or on (08) 8228 2000 if you require further information or assistance.

About us

Wine Australia is the single Australian Government statutory service body for the Australian grape and wine community.

We support a prosperous Australian grape and wine community by investing in research and development (R&D), building the international and domestic markets, disseminating knowledge, encouraging adoption and protecting the reputation of Australian wine.

We are funded by grapegrowers and winemakers through levies and user-pays charges, and by the Australian Government, which provides matching funding for RD&E investments.

We focus on extracting the full value of our investments in RD&E for the benefit of our levy payers, the Australian Government, and the wider community. Our investments are guided by the sector's strategic priorities which are detailed in our *Strategic Plan 2015–2020*.

Reporting options

You may report using any of the following options:

- Written report
- Power point (no more than 10 slides, with or without voiceover narration) *
- Video report (no more than 3 to 4 minutes) *

* If you choose to report using PowerPoint or video, you will still need to provide a written executive summary and abstract.

Consideration will be given to other reporting methods; please contact Wine Australia at research@wineaustralia.com for approval.

Travel Bursary

Please include the following information for all reporting options

- Your name and your organisation
- The purpose of your travel (e.g. presenting at conference, study tour)
- A brief background on the topic

- The benefit to your professional development
- The benefit to the broader Australian grape and wine community
- How you have disseminated the information from the travel
- How the visit inspired further research questions or provided collaboration opportunities.

Visiting Scholar

Please include the following information for all reporting options

- The name of the visiting scholar and where they visited
- The purpose of the visit and why they were selected
- A brief background on the topic
- The benefit to the broader Australian grape and wine community
- How the visit inspired further research questions or provided collaboration opportunities

Final Report submission – due 30 days after travel completed

All reports regardless of format will be made available on the Wine Australia website.

- Written report

Please email a MS Word copy of the written final report, including an executive summary and abstract to research@wineaustralia.com.

The report cover page is available from <https://www.wineaustralia.com/research/reporting>.

If you would like to make any associated materials available, please use *WeTransfer* to send to research@wineaustralia.com.

Complete the End of Project Financial Statement online via our Clarity Investment Management System (CIMS), using the log in and password from your application.

- PowerPoint

Please use *WeTransfer* to send a MS Word copy of your executive summary and abstract (including the information detailed above) plus the PowerPoint presentation to research@wineaustralia.com

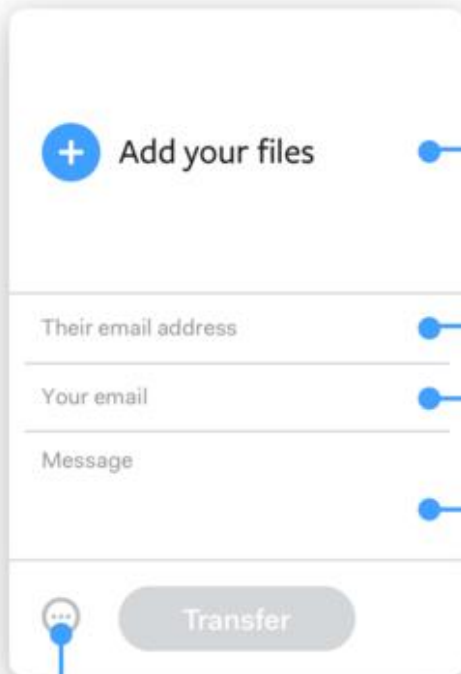
Complete the End of Project Financial Statement online via our Clarity Investment Management System (CIMS), using the log in and password from your application.

- Video

Please use *WeTransfer* to send a MS Word copy of your executive summary and abstract (including the information detailed above) plus the video to research@wineaustralia.com. Separate video guidelines are available from <https://www.wineaustralia.com/research/reporting>.

Complete the End of Project Financial Statement online via our Clarity Investment Management System (CIMS), using the log in and password from your application.

WeTransfer - How to send a file



Just go to wetransfer.com

Click on the + sign and add the files you want to send.

Type in the email address of the person you're sending the files to.

Now type in your own email address.

Write a short message, if you want.

Then simply hit the transfer button and you're done. It's simple, secure and free of charge. Told you it was easy.

Click on the option button to change the the way you send transfers or adjust your Plus settings.

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