

Project GREEN Final Report Instructions (2023)

The object of the termination report is to communicate impacts of your completed research in accordance with the Project GREEN mission. **Please submit on or before Wednesday, June 28, 2023.**

Report Specifications

- Termination reports must be submitted electronically; hard copies are not accepted. **Please upload your termination report at competingforgreen.agbioresearch.msu.edu/**
- Limit report length to five (5) pages, single-spaced, including images and/or graphics (which can be incorporated into the document). Document must be submitted in PDF format. Should Project GREEN need additional photos for the legislative summary or website, we will contact you directly.
- Final reports will be displayed on the Project GREEN website. The general public may not be familiar with technical terms, so please include a brief explanation of technical terms and jargon. Also spell out acronyms on the first use.
- Report content is used to create content for the Project GREEN annual legislative summary, the website, newsletters, news releases and other communication vehicles. These documents are sent to state lawmakers, the media, and are used by commodity and industry groups.

Final Report Template

Final reports should reflect the accomplishments of the entire project and not only what has been completed during the previous year.

Final reports must be a PDF document containing the following information:

2. Project title

3. Project GREEN identification number (GR2X-XXX)

4. Name of team leader

5. Name(s) of team member(s)

6. Project justification

Statement of challenge leading to project

7. Objectives

8. Accomplishments

What has changed because of this research? Discuss by objective.

9. Impacts

***Please give this section special attention!** Impacts need to be specific and quantifiable—actual or estimated. Examples of impact include dollars added to the economy; reduced grower costs; number of jobs created; pounds of (active ingredient) pesticides not applied; etc. When possible, indicate who (i.e. tart cherry growers, fruit processors) and where (i.e. region, county) the project impact will benefit.*

10. Leveraged Funding

List non-MSU funding partners and the amount of direct and in-kind funding received over the course of the project. Please make sure a dollar figure is included as the communications team need this for reporting purposes.

11. Summary statement

Two-sentence maximum.

12. Visuals

Include photos, charts and/or graphs to help show the impact of your work. Files can be imbedded in the report document.

Instructions for submission of termination reports:

- 1) Go to competingforgreen.agbioresearch.msu.edu/
- 2) Use your MSU NetID and Password to enter. **(This must be the lead PI's NetID and Password)**
- 3) Click on project ID that has the most recent time stamp.
- 4) Click on Submit Termination Reports
- 5) Scroll down to termination report section and upload.
- 6) Click Submit
- 7) Click on Proposal Form View/Submit/Upload Documents to verify successful upload.

Questions or problems please email Jackie Garcia at jdesande@msu.edu. Thank you.