Instructions for Principal Investigators

1. Deliverables

Annual reporting of the progress on research projects is critical to the success of IFPRI.
You are expected as the PI (Principal Investigator) of your IFPRI project to document
your research progress to meet two important deadlines:

- Annual Meeting (usually late June) – details given in points 5-6. All items due by
  May 31 of each year
    - o Annual oral presentation (video and slides)
    - o Project poster, presented each year at the Annual General Meeting
    - o Written abstract (template at end of this document)
- Annual/Final Reports – details given in points 2-4
    - o Annual report, due November 30 of each year except the final of the grant
    - o Final report, due November 30 of the final year of the grant

All submissions should be electronic in Adobe Acrobat (pdf) format.

2. Annual Reports

Annual reports should provide a detailed status of the research project and include the
objectives for the year's work, a detailed discussion of key results and their significance,
a statement of important conclusions, and a brief summary of the future direction of the
project. They should include a title page (format described in section 4) and a one-page
executive summary at the beginning. A Word template is provided for your convenience:

Microsoft Word
Document

Annual report template:

3. Final Reports

Final reports are the flagship of IFPRI reporting. They are meant to document the
progress of the project over the *entire* contract period, not just the final year. Thus, they
are meant to tie together the information contained in the preceding annual reports and
the progress realized in the final year of the project into a unified report. The report
should stand alone: it should not assume that the reader is familiar with the preceding
annual reports. Note that an annual report is not required in a year that a final report is
written.

In general, final reports should be intermediate in length between a published paper and a
thesis. It should aim for homogeneity of style with particular attention paid to logic and
structure. Hence a collection of journal publications is not acceptable, nor is a simple
compilation of previous IFPRI reports. They should be comprehensible to an intelligent

layperson, with particular attention paid to clearly defining specialist terms and symbols. It is recommended that material such as extensive tabulations of data, complex mathematical derivations, computer code listings, etc. be placed in appendices to aid readability.

The final report should contain the following:
- Title page
- Executive summary: 200-300 words
- Table of contents
- Extended summary of approximately 1000 words, covering the work's scope and significance, objectives and accomplishments, and the scientific context of the work
- Main text subdivided into chapters; conclusions should be provided for discrete elements of the work
- References
- Nomenclature
- Appendices as appropriate
- Acknowledgments; please ensure that you acknowledge IFPRI support even though the project may be only partly funded by IFPRI.

A Word template is provided for your convenience:

Microsoft Word
Document

Final report template:

4. Reports Title Page.

Title pages of each report should be formatted according to the annual or final report templates provided. They include a report reference number which will be provided by the IFPRI VP or President.

5. Annual oral presentation and poster:

The status and progress of IFPRI-supported projects is reviewed by the members at the summer Annual General Meeting. To maximize the opportunity for discussion between members and the PIs, this is done in three steps:

1. Oral presentations: 20-minute recorded video (viewed by members prior to the AGM) and 10-minute live talk at the meeting
2. A poster presentation
3. A general discussion

The two talks are complementary, not identical. The 10-minute talk at the meeting is meant to "set up" the poster session: review what the objectives of the project are, what your overall approach is, and what the key results are that you'd like to discuss in more detail at the poster. The video presentation can go into all of this in more detail. There is some redundancy to the two-talk format, but the members really like the videos (which can be shared within their companies), and they still appreciate the short talks at the beginning of the meeting to queue the poster discussion. Please note that the 10-minute time limit is strictly enforced.

The poster session is designed to maximize the opportunity for discussion of the projects. Meeting attendees are divided into groups which rotate through the posters, typically on a 15-minute period. The PIs can choose to make a formal presentation or simply ask for questions from the group. The posters are meant to be standard technical posters (boards will be provided at the meeting), and their format is at the discretion of the PI. They can be accompanied by software or other types of demonstrations.

6. Summary Project Slide and Abstract:

In order to facilitate dissemination of IFPRI projects across member companies and to help IFPRI attract new members, we ask PIs to prepare a short written summary of the project, also in a standard format, that contains a summary of the status of the project.

Microsoft Word
Document

Written abstract template: