

Project annual report

Instructions for preparing an annual report

Summary of contents and number of pages in the annual report

Section	Heading	Number of pages
1	Progress summary (published on the ACIAR website)	max 750 words
2	Achievement against activities and outputs/milestones	max 3 pages
3	Impacts	max 3 pages
4	Training activities	max 1 page
5	Intellectual property	max ½ page
6	Variations to future activities	max ½ page
7	Variations to personnel	max ½ page
8	Problems and opportunities	max 1 page
9	Budget	max ½ page