



Special Report Format for Final Scientific Research Report Guidelines

Researchers who received AFE funding for scientific research projects must complete a final report within 60 days of the final funding end date of their project. Typically funding ends at the end of AFE's fiscal year – June 30th.

Researchers wishing additional funding, beyond what is approved during their initial review process, must complete a NEW funding application on the final year of their project. New applications are due August 1 each year.

We are grateful for the important industry research being conducted on behalf of the floral industry. As such, we wish to make your research results available to the industry as quickly as possible. In order to do that, we request that researchers provide their final research reports in the format outlined below. If you have any questions, please don't hesitate to contact AFE.

Final Report Deadline:

Final reports for scientific research projects are due on September 1 (60 days after the completion date of your project) of the final year of your funding. Projects end on June 30 so September 1 is 60 days.

Purpose of Final Reports:

Final reports provide the industry, AFE Board of Trustees and donors important results and data from funded projects. The final report is required to satisfactorily terminate any research project.

Reporting System and Content:

- The report should not exceed 5 single-sided pages and should include photos (see Report Requirements below). Examples of previous Final Reports can be found at: <https://endowment.org/afe-floriculture-and-horticulture-research-reports/>
- Projects can submit multiple reports if needed to provide a full summary of the research results. All text should be in Helvetica font.
- All reports will be reviewed by AFE and assigned a report number. Any suggested changes or recommendations to the report will be communicated to the research to finalize the report for publication. The use of high-quality photos in the final report is required. Please provide copies of publications that have not been provided to AFE prior to this report.

Final Report Formatting/Page Set Up:

Letter size: 8 ½ x 11

Margins: All margins should be 1”

Page border: 1.5 pt. black border wrapped around text

Heading:

The heading should be in 14-point font and bold and should read:

Special Research Report #__: *Title of the Report*

Note: The number will be assigned by the Endowment

Also list the category of the report. Choose from the list below:

- Disease Management
- Insect Management
- Plant Breeding and Genetic Engineering
- Post Production
- Production Technology
- Specialty Research Projects

In 12-point font below the heading, list the authors following the format below:

Thomas J. Gianfagna¹, Kit L. Yam² and George J. Wulster¹

¹ Plant Biology and Pathology Department and Food Science Department, Rutgers – The State University of New Jersey, New Brunswick, NJ

or

Stephanie E. Burnett¹, Shuyang Zhen¹, and Marc van Iersel² ¹ Department of Plant, Soil, & Environmental Sciences, University of Maine, Orono, ME

Insert a horizontal black line after the authors and before the beginning of the report.

Footer: Follow the following example. Note the footer is under the page border:

Report Requirements:

Categories that must be included in each report:

- Background
 - What problem is being addressed by this research?
 - What were your goals in this project?
- Materials & Methods
- Results
 - Summary of results
 - Graphics and pictures
 - Do any of the results impact current industry practices?
- Conclusions
 - What are the main things you learned?
 - What are the key takeaways?
 - What follow up needs to be done?
- Impact of Research to the Industry
 - Brief summary of impacts in industry friendly language.

Categories should be in 12-point font, in all caps and bold. Double space between categories and single space within the report.

Photos and graphs:

Pictures and graphs should have titles and captions underneath using 10-point font, bold and italics.

All reports should include high-resolution photos that show several aspects of the research as it was being conducted. Because AFE publishes these reports on the Endowment website, it is important to use people and product shots in addition to scientific photos and graphs.

Written Report:

While we know your research project was scientific, we ask that you write your final report in a way that the general industry and consumer can understand. Reports written in layman's terms are more likely to be read and published.

The following must be included at the end of the report:

Year, Month © American Floral

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For additional information, contact _____ (insert the primary researcher's email address)

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American Floral Endowment

Phone: 703.838.5211 afe@endowment.org / www.endowment.org

Special Research Report # _____: Title of the Project
Category: Specialty Research Projects

BACKGROUND

- What problem is being addressed by this research?
- What were your goals in this project?

MATERIALS AND METHODS

RESULTS

- Summary of results
- Graphics and pictures are recommended in the report
- Do any of the results impact current industry practices?

Be sure to include images of research and results, graphs, and any other visuals.

If there is a key takeaway document or other handout you can submit that as well.

CONCLUSIONS

- What are the main things you learned?
- What are the key takeaways?
- What follow up needs to be done?

INDUSTRY IMPACT

Brief summary of impacts in industry friendly language.

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For additional information, contact (name of Researcher)

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