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Title of Your Report Here

Sub Heading Here

by authors

 Month Year

AgriFutures Australia Publication No. XX-XXX (AgriFutures Australia to assign)
AgriFutures Australia Project No. PRJ-XXXXXX (Researcher/Program Manager to assign)

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**Researcher Contact Details**

|  |  |
| --- | --- |
| Name:Address:Phone: Email:  |  |

In submitting this report, the researcher has agreed to AgriFutures Australia publishing this material in its edited form.

**AgriFutures Australia Contact Details**

Building 007, Tooma Way
Charles Sturt University
Locked Bag 588
Wagga Wagga NSW 2650

02 6923 6900
info@agrifutures.com.au
www.agrifutures.com.au

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# Foreword

To be completed by AgriFutures Australia Program Manager

Please address the following:

* why the research is important
* who may benefit from the research
* what the key findings are
* what producers/policy makers should do differently as a result.

You should also include a paragraph giving details of funding received for the project. An example Foreword is shown at Appendix 1 (Guide for using the AgriFutures Australia final report template) of this final report template.

This report (for the XXXX Program – fill in if relevant) is an addition to AgriFutures Australia’s diverse range of over 2000 research publications and it forms part of our (fill in relevant arena name) arena, which aims to (fill in arena’s goal – available from the AOP).

Most of AgriFutures Australia’s publications are available for viewing, free downloading or purchasing online at: [www.agrifutures.com.au](http://www.agrifutures.com.au).

**(enter name)**Managing Director
AgriFutures Australia

# About the Author

Delete if not relevant

# Acknowledgments

Delete if not relevant

# Abbreviations

Delete if not relevant

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Tables

Apply the ‘Table’ style to the table headings in your document and then generate the list (similar to the TOC generation).

Please place the Table Heading immediately **before** the table.

Figures

Apply the ‘Figure’ style to the figure headings in your document and then generate the list (similar to the TOC generation)

Please place the Figure Heading immediately **after** the figure.

# Executive Summary

**Please ensure your Executive Summary includes the following headings:**

#### What the report is about

* why the research is important

#### Who is the report targeted at?

#### Where are the relevant industries located in Australia? (please indicate regions in Australia. eg: north-west New South Wales, and towns if relevant).

* What is the location of the strongest industry representation in Australia?
* Describe the industry and indicate how many producers are involved and what the production levels and markets are.
* Who will benefit from this research and where are they located in Australia?

#### Background

#### Aims/objectives

* who may benefit from the research

#### Methods used

#### Results/key findings

* in relation to the objectives of the report
* additional findings
* if adopted, how will this research benefit your identified industry?

#### Implications for relevant stakeholders

* industry
* communities
* policy makers
* others where relevant

#### Recommendations

* who are the recommendations targeted at?

# Introduction

Background to the project

# Objectives

Objectives of the project – as agreed in the contract

# Methodology

Description of methods used, including justification

# Chapters

Including statistical analysis

# Results

Discussion of results compared with the objectives

# Implications

Assessment of the impact of the outcomes on industry in Australia (where possible provide a statement of costs and benefits)

# Recommendations

If appropriate, provide recommendations on the activities or other steps that may be taken to further develop, disseminate or to exploit commercially the results of the project

# Appendices

If necessary

# Glossary

Optional

# References

Footnotes/references/cross-references

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Checklist

Please use this checklist to self-assess your report before submitting to AgriFutures Australia.

**Report Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Program Area\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  | Has it been included (Y/N) | Comments |
| --- | --- | --- |
| **Foreword** |  |  |
| Include information on the aim(s) of the project and briefly describe: |  |  |
| * why the research is important
 |  |  |
| * who may benefit from the research
 |  |  |
| * what the key findings are
 |  |  |
| * what producers/policy makers/ should do differently as a result
 |  |  |
| **Executive Summary** |  |  |
| * What the report is about
	+ why the research is important
 |  |  |
| * Who is the report targeted at?
 |  |  |
| * Background
 |  |  |
| * Aims/Objectives
	+ who may benefit from the research
 |  |  |
| * Methods used
 |  |  |
| * Results/Key findings
	+ in relation to the objectives of the report
	+ additional findings
 |  |  |
| * Implications for relevant stakeholders for:
	+ industry
 |  |  |
| * + communities
 |  |  |
| * + policy makers; and
 |  |  |
| * + others where relevant
 |  |  |
| * Recommendations
	+ who are the recommendations targeted at?
 |  |  |
| **Communication output/s** |  |  |
| Identify appropriate communication output for project. At a minimum, a Project Summary must be submitted and uploaded to Clarity.  |  |  |

Introduction and general guidelines

This *Guide* *for using the AgriFutures Australia final report template* as well as AgriFutures Australia’s *Style Guide* will help you to prepare a high-quality final report. Please review these resources when submitting a final report to AgriFutures Australia.

These documents can be downloaded from Clarity. If you have any questions, contact the AgriFutures Australia Communications Team on 02 6923 6900 or info@agrifutures.com.au

General guidelines

* Your final report must be uploaded against your project in AgriFutures Australia’s online database management system, Clarity. Refer to the [submitting a final deliverable](https://www.agrifutures.com.au/wp-content/uploads/2018/08/Submitting-a-Final-Deliverable.pdf) guide on the AgriFutures Australia website on how to do this.
* If your report is more than 20MB you will need to send the report to AgriFutures Australia on a USB or file sharing platform as the file will be too large for Clarity to accept.
* The USB copy must contain the complete report, with all imagery, graphics and tables embedded in one document, in Word format. However, because of size, it may be necessary to supply graphic files separately on USB.
* Your final report must be ready for publishing. Before submitting your report to AgriFutures Australia please ensure that it has been peer reviewed and professionally edited as text errors are not the responsibility of AgriFutures Australia.
* If the report, or part of it, is confidential and its publication may extinguish intellectual property rights then please clearly state this in the Comments section of the Final Report Task in Clarity. As well, please reflect this confidentiality classification in each header the report with the words *“Not to be published pending consultation between AgriFutures Australia and the research organisation”*.
* Your final report must clearly demonstrate how you have addressed all of the objectives in your contract with AgriFutures Australia.
* Please follow the headings and sub-headings for the ‘Foreword’ and ‘Executive Summary’.
* A checklist is included to help you with completing your report.
* Before submitting your report please ensure that you have the latest final report template – refer to the [AgriFutures Australia website](https://www.agrifutures.com.au/researchers/) for the most up to date version.
* A decision to approve publication will be made within three months of receipt by AgriFutures Australia. And, by submitting the report in the AgriFutures Australia template, the research acknowledges that the material may be published in its edited form by AgriFutures Australia in a AgriFutures Australia Copyrighted report.

Headings and text

## All to be left justified

* Please name your headings as per the list below, rather than giving new style names – this makes it much simpler to generate contents and lists, and also keeps a clean style list.
* Please do not use automatic numbering on headings – if required number heading manually.
* When generating table of contents, table lists and figure lists **please have the hyperlink** box ticked. This enables interactive contents lists when pdf files are created.

**Heading 1** = Arial Bold 22 point

**Heading 2** = Arial Bold 14 point

**Heading 3** = Arial Bold 12 point

**Heading 4** = Arial Bold 11 point

***Heading 5*** = Arial Bold Italic 11 point

*Heading 6* = Arial Italic 11 point

Heading 7 – Heading 9 = at your discretion

Text = Times New Roman 11 point

Research Report Structure

1. Title page – please hide page number (***centre text - follow template guides and font sizes: Title is Arial Bold 30 point and Sub Heading is Arial Bold 16 point***.)
2. Disclaimer page (follow template guide)
3. Foreword (Heading 1) (left-hand justify) – please follow instructions in the template
4. Acknowledgments (Heading 1) if any, or About the Author (Heading 1) (or just leave blank) Abbreviations (Heading 1)
5. Contents (no heading style but format as Arial Bold 22pt)
6. List of Tables, Figures (Heading 2)
7. Executive Summary (Heading 1) – **please follow headings in the template**

Order for the Body of Report:

1. Introduction Background to the project
2. Objectives Objectives of the project
3. Methodology Including a description and justification
4. Chapters Including statistical analysis
5. Discussion of Results Compared with the objectives
6. Implications Assessment of the impact of the outcomes on industry in Australia (where possible provide a statement of costs and benefits)
7. Recommendations On the activities or other steps that may be taken to further develop, disseminate or to exploit commercially the results of the Project
8. Appendices If necessary
9. Glossary Optional
10. References Footnotes/References/Cross-references

Report structure

Preliminary pages

The preliminary pages of the report should be numbered with Roman numerals and be set out as below. The template has been set up to insert page numbers automatically.

#### Page I – Report title page

Replace highlighted text with the appropriate information. If the information does not fit on one page you may need to adjust spacing. The title page should not display a page number

#### Page ii – Disclaimer page

All text presented on this page should remain. Fill in the appropriate information where indicated by the yellow highlighting

#### Page iii ­ Foreword

The information below should be included in your foreword. Also include information on the aim(s) of the project giving a brief background and brief description: The text included in the template is standard text that should be included in your report

* why the research is important
* who may benefit from the research
* what the key findings are
* what producers/policy makers should do differently as a result.

You should also include a paragraph giving details of funding received for the project. An example Foreword is shown at Appendix 1.

#### Page iv – Acknowledgments, Abbreviations and/or About the Author

Include relevant information under these headings, or leave blank if none

#### Page v – Contents page

An automatic table of contents has been included. If you follow the heading hierarchy your headings will automatically be included in the contents when it is updated

#### Page vi – List of Tables, Figures

If you have a number of tables and/or figures in the document, you can include a list here, otherwise leave blank

#### Page vii – Executive Summary

See below for the information to be included in your executive summary

In the Executive Summary you should present a more detailed explanation of the information briefly alluded to in the Foreword. The Executive Summary should be written in plain English. It should be a stand-alone summary of the research findings and their implications.

The Executive Summary sets the scene for the whole report. Sometimes the Executive Summary is the only chapter that is fully examined by readers, so it must be well thought out and presented.

**Please ensure your Executive Summary includes the following headings:**

#### What the report is about

* why the research is important

#### Who is the report targeted at?

#### Where are the relevant industries located in Australia? (please indicate regions in Australia. eg: north-west New South Wales, and towns if relevant).

* What is the location of the strongest industry representation in Australia?
* Describe the industry and indicate how many producers are involved and what the production levels and markets are.
* Who will benefit from this research and where are they located in Australia?

#### Background

#### Aims/objectives

* who may benefit from the research

#### Methods used

#### Results/key findings

* in relation to the objectives of the report
* additional findings
* if adopted, how will this research benefit your identified industry?

#### Implications for relevant stakeholders for:

* industry
* communities
* policy makers
* others where relevant

#### Recommendations

* who are the recommendations targeted at?

To heighten interest and attract attention to positive information in the Executive Summary it is a good idea to use ‘pull out’ quotes. You can do this by copying pertinent text into a text box and placing them in relevant places on the page. If you need assistance with this it is advisable that you highlight the relevant text in bold and ask that AgriFutures Australia include that text as a ‘pull out’ quote.

The Executive Summary should be suitable for AgriFutures Australia to use as a stand-alone short report, fact sheet or flyer. The opening paragraph should briefly summarise the report and its importance.

## Body of report

The body of the report should be set out in a number of chapters, following the heading structure shown below. Note that page numbering should start as “1” for the first page of the Introduction.

**Introduction** Background to the project

**Objectives** Objectives of the project – as agreed in the contract

**Methodology** Description of methods used, including justification

**Chapters** Including statistical analysis.

**Results** Discussion of results compared with the objectives

**Implications** Assessment of the impact of the outcomes on industry in Australia (where possible provide a statement of costs and benefits)

**Recommendations** If appropriate, provide recommendations on the activities or other steps that may be taken to further develop, disseminate or to exploit commercially the results of the project

**Appendices** If necessary

**Glossary** Optional

**References** Footnotes/references/cross-references

Add or delete headings as appropriate

Report layout

The report is set for A4 pages, with top, bottom, left and right margins all set at 2.5 centimetres. All text should be left-justified. Headings are set in Arial and text should be set in Times New Roman 11 point (use the styles provided). Note that paragraph spacing has been embedded in the styles, so there is no need for an extra return between paragraphs.

Styles

There are a number of styles embedded in the template that you can use to format your document easily and consistently. These are set out in the following sections.

### Headings

Please use the heading styles listed below rather than creating new style names—this makes it much simpler to generate contents and lists, and also keeps a clean style list. Please do not use automatic numbering on headings—if required number headings manually.

Table headings should be placed immediately above tables and figure headings should be placed immediately below figures.

**Heading 1** = Arial Bold 22 point

**Heading 2** = Arial Bold 14 point

**Heading 3** = Arial Bold 12 point

**Heading 4** = Arial Bold 11 point

***Heading 5*** = Arial Bold Italic 11 point

*Heading 6* = Arial Italic 11 point

Heading 7 – Heading 9 = at your discretion

Text = Times New Roman 11 point

Note that these styles are already in the template. Please do not create new styles.

### Bullets and dashes

Two styles for bullets and dashes have been included in the template. They are:

* Bullet
* Dash.

As a rule of thumb a bullet list should be introduced with a colon, and all bullet points should start with a lower case letter. Do not put full stops at the end of bullet points, except for the last bullet point in the list.

### Tables and figures

If you are including figures in your report, use the style ‘FigureCaption’ for the name of the figure, and include a unique sequential number for each figure.

Tables should also be numbered sequentially, and the table name should be set in the style ‘TableCaption’. Styles have also been included for ‘TableText’ and ‘TableNotes’.

### Quotes

If you are including quoted material, this can be done in two ways. For short quotes, use the ‘quote marks’ to highlight the quoted text. For block quotes, set them in a separate paragraph and use the ‘Quote’ style from the toolbar.

The quoted text will look like this. Generally it is only necessary to set quoted text as a block quote when the quote contains 30 or more words.

### Boxed text

If you have some text you would like to highlight in a box (for example, a case study), you should use the following styles.

Box name

The above heading is set in the style ‘BoxCaption’.

This text is set in the style ‘BoxText’. The border will automatically appear around any text that is set with this style.

Toolbar

To make it easier to access styles, a toolbar has been included with the template. You can access the styles by simply clicking on the toolbar. Note that the style will only be applied to the paragraph your cursor is sitting in (or the paragraphs you have highlighted).

You can position the toolbar wherever suits you best by clicking and holding on the bar at the top and dragging the toolbar to a new location. If you prefer not to use the toolbar, you can click on the cross to close it.

Additional styles

There are some standard styles, such as header, footer, footnote text etc. that have not been included on the toolbar; these are automatic styles that will be used when you enter the header/footer or insert a footnote. These styles can still be accessed from the styles list if necessary.

You can create additional styles when necessary, but please try to base them on the styles that already exist.

Other formatting

Numbering

You can number your chapters and subheadings, but numbers should be inserted manually. Please **do not use the automatic numbering function**, as this can cause problems for the publishers. Please do not number paragraphs. If you have a list of items, please use bullets instead of numbers.

Section breaks

Unless swapping to/from landscape pages, please do not insert additional section breaks in the report. A page break has been embedded in the style for Heading 1, so you should not need to use page or section breaks to start new chapters. When you need to insert a section break, please use the ***next page*** option (do not use *odd page* or *even page* section breaks).

Graphics and photographs

We recommend that all reports **include photographs**, to be used for producing covers and promotional material, as well as illustrating the text. If your report includes photographs and graphics, please send these as separate files **as well as embedding them** in the report. Captions and credits for photographs should also be provided. Include these in a clearly marked directory on the disk, ensure that the report reflects relevant placemarkers, and name the file either according to figure numbers or using a clear descriptive file name.

* If using a digital camera for publishable photos, always use the highest definition and save it without attempting to reduce file size. If scanning photos, always specify 300 dpi, and the dimensions at which it will appear.
* A digital image cannot be enlarged beyond the size at which it was scanned or photographed without loss of picture quality.

### Graphic formats

The preferred formats for vector graphics (graphs and computer-generated diagrams) are **EPS** (filename.eps) and **Adobe Illustrator** (filename.ai).

Photographs should preferably be sent electronically: the preferred formats are **TIFF** (filename.tif) and **JPEG** (filename.jpg).

Please indicate if there is any copyright on photographs, and if the source or photographer needs to be acknowledged.

If graphics or photographs have been taken from a copyright source (including websites) the researcher is responsible for arranging publication permission.

### Photograph resolution

Photographs are printed at 300 dpi (dots per inch), and are displayed on screen at 72 dpi. This means that the printed version of a digital or scanned photograph will be roughly a quarter of the size it appears on the screen.

Communication Outputs

As part of the final report requirements, authors may consider other communication outputs that may be appropriate for promotion of their work. The following summary offers a list of communication outputs for consideration.

**As a minimum**, you are expected to submit a Project Summary that includes an overview of the project, why the research is important, objectives and key findings. The final output/s must be uploaded to Clarity.

Three months prior to submitting your final report, contact your Program Manager to discuss communication output options and submission of draft deliverables for review.

| **Communication Output** | **Description** | **Guidelines** |
| --- | --- | --- |
| **Final Report** | Final milestone for a research project detailing project objectives, methodology, results and recommendations.  | * Submit via Clarity
* Publish to web
* AgriFutures Australia Final Report Template
* AgriFutures Australia Guide for using the AgriFutures Australia Final Report Template
 |
| **Project Summary** | Condensed version of final report that provides an overview of research project, why research is important, objectives and key findings. | * 2+ pages
* Imagery / tables
* Publish to web
* Front page: intro + key findings + implications + photo
* Back page: resources + contact details
* Plain English language
 |
| **Briefing document / industry summary** | Summary of research for use in stakeholder briefings, including high-level messages that indicate how research can be applied – extension focus. | * 2 - 10 pages
* Imagery / tables
* Informative headings
* Front page: intro + key findings + implications + photo
* Plain English language
 |
| **Fact sheet** | Key messages from research project, succinct information that can be communicated in an engaging way and support communication activities.  | * 1-2 pages
* Imagery / infographics
* Dot points and headings
* Plain English language
 |
| **Presentation**  | Engaging means of promoting research findings to stakeholders and bringing the project to life.  | * AgriFutures Australia PPT template
* Visual
* Concise information
* Plain English language
 |
| **Case study** | Communication that highlights how research findings can be applied in practice.  | * 1-4 pages
* Visual
* Plain English language
 |
| **Journal Article / Manuscript / Peer review publication** | Draft journal article/manuscript to be submitted to a journal (may or may not be reviewed by experts). Researcher to send to AgriFutures Australia for approval prior to submitting to journal.  | * Technical language
* Original research
* Follow format required by the journal
 |
| **Conference Proceedings** | Collection of research papers published for an academic conference.  | * AgriFutures Australia branding
 |
| **Progress report** | Summary of research to track progress against milestones, and to identify outcomes, issues and recommendations to address opportunities arising from the project.  | * Progress Report Guidelines
* User friendly content
* To be submitted via Clarity - 250 words per heading
 |
| **Book** | Detailed body of work on a particular subject | * Can be 100+ pages
* Broad coverage of a topic or project
 |
| **Prospectus**  | Formal document presented to stakeholders outlining details of an investment opportunity / funding proposal  | * Up to 10 pages
* Key messages
* Call to action
 |

Example – Foreword

The Program Manager will use this information to develop a Foreword, attributed to the AgriFutures Australia Managing Director.

**Foreword [example]**

Australia’s rural industries make a fundamental contribution to the Australian economy and way of life. In addition to the major industries, numerous new and emerging rural industries bring opportunity, diversity and resilience to rural Australia. Detailed information on the volume and value of these industries is hard to come by. This book brings together available information about many of Australia’s new rural industries. And, for the first time, it gives us a picture of their overall worth – in aggregate more than $673 million.

AgriFutures Australia invests in new and emerging industries on behalf of government and industry stakeholders. New industries provide opportunities to be captured by rural producers and investors. They also provide avenues for farmers facing adjustment pressure to diversify and manage change. The establishment of new industries contributes to community resilience and regional development. Increasingly, new industries are also contributing to a distinctive regional character in rural Australia.

New industries face a number of challenges – developing product quality and quantity, developing markets and supply chains, and industry leadership. Many of these issues are underpinned by research and development. Often, too, they are hampered by a lack of basic statistical information, which is why AgriFutures Australia has invested in this report.

The importance of this report is that it provides that basic statistical information for the new and emerging industries. As well as indicating the high aggregate value of the ‘new and emerging sector’, the report provides detailed statistical information for each new industry. It will be a useful basis for those contemplating investment or formulating policy and will help to inform AgriFutures Australia as it plans its research and development priorities into the future.

This report is an addition to AgriFutures Australia’s diverse range of research publications and it forms part of our (fill in relevant program) R&D program, which aims to (fill in program’s objective – available from the AOP).

Most of AgriFutures Australia’s publications are available for viewing, free downloading or purchasing online at [www.agrifutures.com.au](http://www.agrifutures.com.au).

(**enter name)**Managing Director
AgriFutures Australia