

Format Guide for ICFRE Project Completion Report

Indian Council of Forestry Research and Education (ICFRE), an apex body in the national forestry research system, has been undertaking the holistic development of forestry research through need based research projects on the emerging issues in the sector, including global concerns such as climate change, conservation of biological diversity, combating desertification, and sustainable management and development of natural resources. Topical research by the Council enhances public confidence in the ability of forest managers and researchers to successfully handle challenges related to natural resource management.

Principal Investigator of such research projects prepares **Project Completion Report** on completion of project to present the entire technical work in totality and continuity, including conclusion of findings with respect to the objectives of the project. The Project Completion Reports are intended to inform ICFRE and other stakeholders about the progress made during the project period. This document provides guidance for preparing and submitting Project Completion Report (PCR) for an ICFRE funded project.

General guidelines

1. Principal Investigator is required to submit the **Abstract** and Project Completion Report in prescribed formats within 3 months after the completion of the project.
2. The abstract of the project should be as per the format given below:
 1. Project Code
 2. Name of the Project
 3. Funding Agency/ Agencies
 4. Institute/ Directorate (ICFRE Hqrs.)
 5. Name and Designation of Principal Investigator
 6. Name (s) and Designation (s) of Co-Principal Investigator (s) and Associates, if any
 7. Division
 8. Project Discipline
 9. Objectives of the Project
 10. Species involved
 11. Experimental Work
 - a) Methods adopted
 - b) Equipments used, if any
 - c) Scope (States covered)
 12. Date of commencement of the Project
 13. Date of completion of the Project
 14. Budget outlay of the Project
 15. Expenditure incurred on the Project
 16. Reason for financial deviation
 17. Manpower involved
 - (a) No. of Scientists/ officers
 - (b) No. of Research personnel
 - (c) No. of office staff
 18. Extension of findings to the User Groups
 19. Publications from the findings of the Project
 20. Patents, if any
 21. Project Summary/ Achievements/ Findings

3. The Project Completion Report should be written for a general scientific audience (not necessary a specialist audience) as long as clarity is maintained. ICFRE will request revision and resubmission of reports that are not clearly written. Consistency with completeness is most expected characteristics in technical reports.
4. The Project Completion Report should be submitted in 2 hard bound copies as per the **Report Format**. Report in Microsoft Word needs to be submitted electronically via email attachment also.
5. Project investigators are encouraged to make liberal use of **graphics**, including charts, graphs, tables, photographs, maps, timelines, and other figures. Well prepared illustrations generally transmit information more efficiently than narrative text.
6. There is no strict limit on the number of pages in a Project Completion Report. The length of the report will vary with the nature of the work and the duration of the project. In brief the report must indicate a good deal of reflection on what happened during the project. It should provide opportunity for learning from the experience especially how positive aspects can be facilitated and negative once prevented or minimized, and often reflect on both the outcomes and process involved in the project. Detail guidelines have been described in the **Report Content** on page no. 5 of this document.

A. Report format

1. **Page size and lay out** - Use standard A4 paper (210 x 297 mm) with 1.5 inch margin on the left and 1 inch on the right, top and bottom sides. Pages should be numbered sequentially at the top and centre of the page. Theme font of Times New Roman is preferred with body text 12 font size. Text should be in 1.5 space and justified.
2. **Graphics**- The use of graphics illustrations is encouraged. Each sequentially-numbered figure should ideally stand on its own and be internally self-explanatory. In order to reduce the file size of the report for electronic transmission, all graphics (especially photographs) should be presented at the minimum size and resolution consistent with clear and readable graphic elements.
3. **Cover page**
 - 3.1 Cover page and the first page of PCR should have title of the project with name of the Principal Investigator in a format as depicted on page 3 of this document.
 - 3.2 The following should be printed on the side of the hard bound copy of PCRs:
 - i) Title
 - ii) Financial Year of submission of the PCR (e.g. 2009-2010)
 - iii) Name of the Institute (in abbreviated form)
 - 3.3 The hard bound cover should be black in colour. The colour of the letters printed on the cover should be golden.

Project No:

Title of the Project

PROJECT COMPLETION REPORT

Submitted to

**INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION
DEHRADUN, UTTARAKHAND**



**By
Name of the PI**

**Name of the Division
Name of the Institute**

Year

4. Second page of PCR should give Project Profile as below:

Project Profile

- 1. Project No:**
- 2. Project (Title):**
- 3. Principal investigator and other associates**
 - PI:**
 - Co PI:**
 - Associates:**
- 4. Project approval date by**
 - i) RAG:
 - ii) RPC:
 - iii) ICFRE:
- 5. Date of commencement of the project:**
- 6. Date of Completion of the project:**
- 7. Total Budget of the project: Rs Lakhs**
 - i) List of equipment procured under the project (with cost)
 - ii) Total expenditure on the project: Rs. Lakhs
- 8. Other institutional support in terms of equipment and infrastructure**

5. Third page of PCR should give an **Overview** of the project, written and signed by the Director of the Institute on the letter pad. Overview is expected to summarize the background, objectives, methods and the results of the project. This is expected to compare the original proposal to what has been accomplished. It should state the original research objectives as presented in the project proposal; address the success with which each objective was made and indicate any problems encountered which may have affected completion of the original objectives.

The research findings should clearly indicate the technology developed which has potential for extension and the enhanced knowledge for further development of the research. The IPR issues and the project based extension activity, if any, need to be identified and recommended for follow up action.

6. There should be a Contents page with following chapters:

S. No.	Particular	Page No.
1.	Introduction	
2.	Objectives	
3.	Review of literature	
4.	Methodology	
5.	Results	
6.	Discussion	
7.	Conclusion	
8.	Abstract of significant findings	
9.	Research Output	
10.	Utility of the research findings	
11.	Acknowledgements	
12.	References	

B. Report Contents

1. Introduction

This chapter must cover a brief introduction of the subject and the rationale leading to the present research project. It should throw light on the present state of knowledge available in the area of research so as to suggest objectives to be covered as part of opening remarks.

2. Objectives

Under this chapter, besides listing the objectives as stated in project proposal, it is expected to address the extent upto which each approved objective was met. It needs to be accompanied by evidence and explanation to support and justify the extent for each objective of the project. Problems encountered enroute to the completion of the project are related to the work load from other commitments, poor project design, poor research team dynamics or lack of commitment by other partners, insufficient capacity building, lack of institutional facilities etc. may be indicated.

3. Review of literature

Review of literature should be provided in detail indicating the work done till date and similarity & dissimilarity of the present project problem from other works done in the past. Special mention needs to be made of all research projects undertaken under ICFRE umbrella on the above related problem. Literature survey should also indicate clearly the knowledge gaps on the said subject area justifying the objectives of the project.

4. Methodology

i) Methodology must provide the method used i.e. study design, data collection procedures and process, analytical methods to investigate the objectives supported by scientific citation, if any. Sufficient scientific justification needs to be made regarding statistical design and statistical analysis adopted for the present study.

ii) Developing or testing a new or innovative methodology under the project, needs special and specific mention under this chapter.

iii) Any changes/ correction with respect to approved methodology to make it more appropriate to the present problem must be brought out explicitly. The reasons for changes in the methodology can generally be grouped into two categories: (1) adjustments to factors external to the project, (2) adjustments to internal project planning or management issues.

iv) Details of work done should be provided so that they indicate a good deal of reflection on what happened during the project. In depth details provide opportunity for learning from experience especially how positive aspects can be facilitated and negative ones prevented or minimized, and often reflect on both the outcomes and the process involved in the various aspects of the projects. Please indicate whether this project was interdisciplinary and participatory and whether the experience was satisfactory or not?

5. Results

Data, generated and statistically analyzed, should be described objective-wise. Project investigators are encouraged to make liberal use of graphics, including charts, graphs, tables, photographs, maps, timelines, and other figures.

6. Discussion

Discussion aspect of the findings must include comparison /justification of findings with scientific citation. Limitation and shortcomings if any, may also be mentioned here.

7. Conclusion

Conclusion part may cover how objectives have been fulfilled and contribution of the present project toward long term objectives and future use.

8. Abstract of significant findings

Significant findings of the project need to be summarized in simple language so that report is used by all foresters and stakeholders without any technical inhibition of understanding. Extension and research components need to be specified clearly for easy understanding of the stakeholders.

9. Research Output

9.1 The research output may belong to one or more of the following categories envisaged at the beginning of the project

9.11 New technique	9.12 Improved technique
9.13 New product	9.14 Improved product
9.15 New process	9.16 Improved process
9.17 Technology package	9.18 Data generation
9.19 Development activity	9.110 Demonstration
9.111 Exploitation of natural/ Plantation resources	9.112 Reduction in production cost
9.113 Patents	9.114 Conservation of bio-diversity
9.115 Field trials	9.116 Improvement of environment
9.117 Improvement in production/ productivity	9.118 Pilot plant trials
9.119 User trials	9.120 Transfer of technology
9.121 Seed improvement	9.122 Tree improvement
9.123 Progeny trials	9.124 Basic research
9.125 Collaboration with other research institutions	9.126 Any other (Specify)

Please give details of the research outputs accomplished at the end of the project.

9.2 Peer-Reviewed Journal Publication(s) arising directly from this research project (Please include a copy of the publication and or letter of the acceptance in this section)

9.3 Recognized national or international conference (s) in which paper (s) related to this research project was (were) delivered (Please include a copy of each conference abstract).

10. Utility of the research

10.1 Please indicate the **areas** in which the findings of project can reasonably be expected to have a significant and positive impact. These areas may be

- Scientific advancement
- Scientific leadership
- Economic benefit (increase in productivity)
- Improvement of environmental quality
- Chances of developing a patent
- Poverty alleviation (creation of employment opportunity)
- Scope of further research
- Lab to land applicability, or
- Any other such area

10.2 Accordingly End Users to whom research findings needs to be circulated, must be identified. It must specify the medium/ mode of dissemination/diffusion to these end users. Limited dissemination of results may hinder the potential utilization of results. Therefore P.I must draw a utilization plan for effective diffusion of research findings among the end-users.

11. Acknowledgements

Please indicate the areas in which people other than the research team were involved in this project reflecting on the impact of “other” involvement.

12. References

References should be listed **alphabetically** author wise. **In the text**, the reference should be quoted as Sen-Sarma (1980) or Sen-Sarma and Thakur, (1981) or Sen-Sarma et al. (1982) for single, two and more than two authors, respectively. Papers by the same author in the same year should be distinguished by letters, a, b, c, etc. For references, following pattern should be followed.

FOR RESEARCH PAPERS:

Ahmad, M. 1987. Relative resistance of different clones of *Tectona grandis* to teak defoliator, *Hyblaea puera* Cram. (Lepidoptera: Hyblaeidae) in South India. *Indian Forester*, 113(4): 281-286.

COMPLETE BOOKS:

Beeson, C.F.C. 1941. *The Ecology and Control of the Forest Insects of India and the Neighbouring Countries*. Vasant Press, Dehra Dun, ii + 1007 pp.

FOR A CHAPTER IN EDITED BOOK:

Heather, W.A. and Griffin, D.M. 1984. The potential for epidemic disease, 143-154: In *Eucalyptus for Wood Production*, Hills, W.E. and Brown, A.G. (eds.) CSIRO/Academic Press, Sydney.

CITATION FROM NEWSPAPERS:

Hanumantha Rao, C.H. and Singh Padam, 1986. Fertilizers strategy of diffusion. The Economics Times (Bombay), Jan. 29, 25(327): I-II (Suppl.).

THESES AND DISSERTATIONS:

Mehra, M.S. 1984, Litterfall and nutrient return in certain forest ecosystems of Kumaun Himalaya, Ph.D. thesis, Kumaun University, Nainital : 274 pp.

FOR ANNUAL REPORT:

Annual report, 1989-90. Department of Agricultural Research and Education, Ministry of Agriculture, Govt. of India, New Delhi 67-70

IN CASE OF PROCEEDING/CONFERENCE:

Khan. M. 1987. NGOs and Agroforestry. In Professional Education I Agroforestry, 209-215: Easter Zulbert, E. (ed.) Proceedings of an International Workshop, 5-10 December, 1982, ICIPE Training Centre, Dudville, Nairobi, Kenya.

IN CASE OF BULLETINS/RECORDS:

Byant, M.S. 1951. bibliographic style, USDA. Bib. Bull. 6:30 pp.

Or

Author, year. Title Indian For. Rec. (N.S.), (Ent.) 33(5): 1-71