

# Instructions for IPM Project Reports



## Report Submission

- A. Send the report as both a **MS Word and PDF file** to Janet Garlick.
- B. Format your document as follows:
  1. One-inch margins;
  2. Times New Roman 12 point or similar font, single-spaced
  3. Left-justify all headings and text

## Report Format

### 1. Title:

Use the same title as on your proposal.

### 2. Project Leader(s):

Names and affiliations of the principal investigator(s).

### 3. Cooperator(s):

Names and affiliations.

### 4. Abstract:

Write the abstract for a lay audience. Indicate the significance of the work, why you chose to pursue it, and what was learned or accomplished. For examples of NYS IPM project abstracts, see Results of Research Projects Funded by the NYS IPM Program.

### 5. Background and justification:

Summarize pertinent IPM efforts, the need, and grower or pest manager interest. Tell how the project addresses commodity priorities and how it might address water quality or the FQPA.

### 6. Objectives:

State these the same as they appear on your original grant proposal.

### 7. Procedures:

Methods and materials for each objective including the evaluation component.

### 8. Results and discussion:

#### What is the impact of your work?

The most valuable **IPM Research and Development project reports** address impacts such as expected reductions in pesticide use or risk; number of growers, pest managers, acres or settings that could benefit; and estimated economic and/or environmental benefits; to farmers, pest managers or citizens of New York.

You may also wish to discuss what needs to be done to assure that this research is used; the cost of implementing your research findings; the parts of this project that are ready for commercial use and any other criteria used to evaluate the success of this project.

The most valuable **IPM Implementation projects reports** address impact on pest management practices; the number of producers, practitioners and acres/sites affected; extent of adoption of these IPM methods; impact of project on yield, quality, or pesticide use; and economic benefits.

You may also wish to discuss progress in moving this project into the private sector; whether growers, pest managers, consultants, etc. been active participants in managing the program; how this project benefited the local CCE effort; any other criteria used to evaluate the success of this project; and what needs to be done to maintain or improve the project's impact.

### **9. Project location(s):**

For **demonstration/education projects**, list the counties in which your work occurred. For **research projects**, list the counties or regions where might your findings be applied.

### **10. Samples of resources developed: (if applicable)**

Please send a list of any publications, websites/electronic newsletters, videos, displays, quotes from participants, or color photographs that resulted from the project

The most useful **photographs** are usually close-ups of people, animals, or pests; show interaction and interest; show people (cooperators, colleagues, yourself) at work; using tools or machinery, scouting, planting, examining, harvesting, relating to customers, etc.; show the setting where your work is done; and are high resolution jpegs (approximately 1200 x 800 px).