

**Guidelines for Grant Reports – Progress & Final
Saratoga Horticultural Research Endowment (SHRE)**

SHRE requires a progress report to be submitted six months (halfway) into the grant period and a final report at the end of the grant. Please follow these reporting guidelines to present the most complete and concise information about your research project. All progress and final reports on projects funded by SHRE will be published on the web site.

Progress Report (6-month) Format

1. Title of Project
2. Name, title and affiliation of each investigator
3. List accomplishments year-to-date versus proposal project plan and timeline; and,
4. Discuss any obstacles to your current or future progress and your steps to address these obstacles

Final Report Format

1. Title of Project
2. Name, title and affiliation of each investigator
3. Introduction
4. Materials and Methods
5. Results (hi-res photos, illustrations, charts, tables)
6. Discussion

Reminders

- Report needs to be submitted in electronic file format, such as PDF or Word document, by email attachment. (Those affiliated with UC ANR may submit using the ANR File Vault.)
- Digital images may be in TIFF, JPEG or GIF format (at least 1mb).
- Include only those reference sources referred to in the report.
- Proofread for spelling and punctuation errors.
- Progress Report due at the start of month seven.
- Final Report due at the start of month fourteen.

Questions regarding your grant, and progress and final report materials can be addressed to:

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