

CRAWFORD FUND FOR FOOD SECURITY STUDENT AWARDS



Suggested Reporting Guidelines

As part of your Crawford Fund Student Award, you are asked to report to your funding Committee on your experience and the benefits or implications of the work carried out. As well as a written report, this might entail a Powerpoint presentation in person or online.

We often get inquiries on what is expected from awardees in their report so have put together these suggested reporting guidelines.

We are looking for an informative report that tells your story in 'lay' terms for an informed but non-specialist audience. In terms of length, around 800-1000 words of succinct writing should be adequate. It is always helpful to liberally illustrate your report with graphics such as maps, photos, diagrams, tables and figures.

We will produce a shorter report for our website and social media channels and may circulate your report to interested people, such as your referee/s and our stakeholders.

There are no strict requirements but information that would be helpful is illustrated by the following headings:

Details

Your name, Crawford Fund ID (from your contract), dates and country of activity.

Executive Summary

Provide a brief overview of the key points in your report.

Background

Introduce the issue you are researching, and why it is important.

What you did

Describe what you did using your Crawford Fund Award to address the issue. What did the Award allow you to do that you otherwise could not?

What you found / discovered / learned

Briefly describe the 'big picture' findings of your project work.

What are the main benefits / implications from your work?

Describe what you think are the important takeaways from your work and why they are or might be important (for where you did the work, for you, for your State or for Australia).

Give some special thought to 'benefits to your State' as our stakeholders like to hear 'win-win' stories; e.g. did your project enable new research links with overseas researchers to be established / strengthened? Is the knowledge you gained likely to have wider relevance here in the future? Are any of the principles from your work likely to have wider application here?

Acknowledgements

References / Media

List or give links to any publications/media arising from or directly related to your project (if any).

Photos

Please attach some high-resolution photos (at least 1MB in size) with captions with your report.

Submission

Your report should be submitted to the [State/Territory Coordinator](#) for the Committee that funded your Student Award. As part of the learning/training process, they may provide feedback on your report for you to incorporate before it is finalised for submission and circulated widely. The State/Territory Committee Coordinator will also let you know whether they would like a Powerpoint presentation as well as the written report.

Reports from previous Crawford Fund Student Award recipients are available to read on our [website](#).