

PDS Final Report Supporting Documentation Submission Checklist

This document is to support PDS facilitators to ensure that the final report submission includes all expected supporting documentation.

In addition to the submission of the final report on the current MLA PDS Final Report Template, the following supporting documentation is required to be submitted:

Communication & Extension Outputs:

- Webinar recordings
- Copies of in-depth articles
- Copies of case studies
- Producer guides/fact sheets/project summaries etc
- Videos/virtual farm tours/virtual fields day recordings
- Photos (individual files, not just imbedded in the report)

Whole of project MER:

- All data collected & test results
- Completed spreadsheet of Pre and Post Project Survey results
- Copies of Pre & Post Project Surveys, including consent to publish personal information
- Workshop/field day/webinar participant details and evaluation data

Financial Reconciliation:

- Financial Reconciliation on MLA spreadsheet template
- Copies of receipts for all expenses over \$20.00, including subcontractor fees