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**Final report**

**Title, Calibri, Bold, size 22, less than 200 characters**

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Prepared by: <Preparer’s Name>

<Preparer’s Company Name - no acronyms>

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PO Box 1961  PO Box 6418

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2. **Abstract**
3. An abstract is required for all MLA funded projects. The abstract must be a full, self-contained description of the final report. It must summarise the main objectives of the project, and any key results that were obtained. It must be written in clear, concise plain English, avoid any technical terms or scientific jargon and should be no more than 200 words in length.
4. The abstract must address the following points:

* Why was the project undertaken i.e. state the problem the project was addressing and potential solutions that were to result from the completion of the project.
* How was the project performed i.e. briefly outline methodology used.
* What key results arose from the project?
* Outline the benefits to industry of the project results.

# Executive summary

**Background**

*Provide a brief overview of the purpose of this research, including:*

* *the main question being addressed and why*
* *the main target audience/demographic and why*
* *what the results of the research will be used for.*

**Objectives**

*Outline the aims/objectives of the project and whether or not they were achieved (3-4 sentences; dot points acceptable).*

**Methodology**

1. Briefly outline the methodology that was used (2-4 sentences; dot points acceptable).

**Results/key findings**

Outline the primary results/key findings of the project. If there were no results, provide details of possible reasons that the work undertaken was not successful (2-3 sentences).

**Benefits to industry**

*Outline the benefits to industry of the project results (2-3 sentences).*

**Future research and recommendations**

*Based on the results of the project, provide any industry/stakeholder recommendations for future research or development (2-3 sentences).*

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# Background

## Heading

### Sub heading

*Provide a detailed overview of the issue/s that this project sought to address, how the research outcome/s were intended to act as a solution/s, and how this project is unique to others that address the same issue (two paragraph minimum). Provide references to published literature.*

*Information should include:*

* *the industry problem or knowledge gap that this research is addressing*
* *the main question being asked and why*
* *the main target audience/demographic and why*
* *what the results of the research/survey will be used for.*

# Objectives

*Outline the original objectives of this project, then define whether or not these objectives were met successfully.*

# Methodology

## Heading

### Sub heading

1. Provide detailed information on the methodology that was used and whether or not they were successful/efficient.

# Results

## Heading

### Sub heading

*Provide detailed information on all key findings/results that were identified during the project. Include all intellectual property materials as defined in the Agreement. This includes, but is not limited to; statistical analysis, tables, graphs, figures etc. generated throughout the project.*

# Conclusion

*This section should summarise key insights and implications from the project, with a particular focus on how this relates to the red meat industry. Provide details on any learnings, knowledge gaps or extra resources required that were identified throughout the project.*

## Key findings

*Provide details on the main key findings of this project. Dot points acceptable.*

## Benefits to industry

*This section should include clear and concise recommendations for:*

* *practical application of the projects insights and implications to the red meat industry*
* *benefits to the wider red meat industry as a result of this project and its outcomes.*

# Future research and recommendations

*Outline any key challenges or successes identified during the project that may support future investment in this area.*

*This section should include clear and concise recommendations for:*

* *future R&D*
* *practical application of the projects insights*
* *development and adoption activities which would ensure the red meat industry achieves full value from the project’s findings.*

# References

*Refer to the document instructions for completing this section.*

# Appendix

## Heading

### Sub heading