

# RED MEAT RESEARCH AND DEVELOPMENT SA PROJECT COMMITTEE (RMRD SA-PC)

## FINAL REPORT - GUIDE TO AUTHORS

### GENERAL INFORMATION

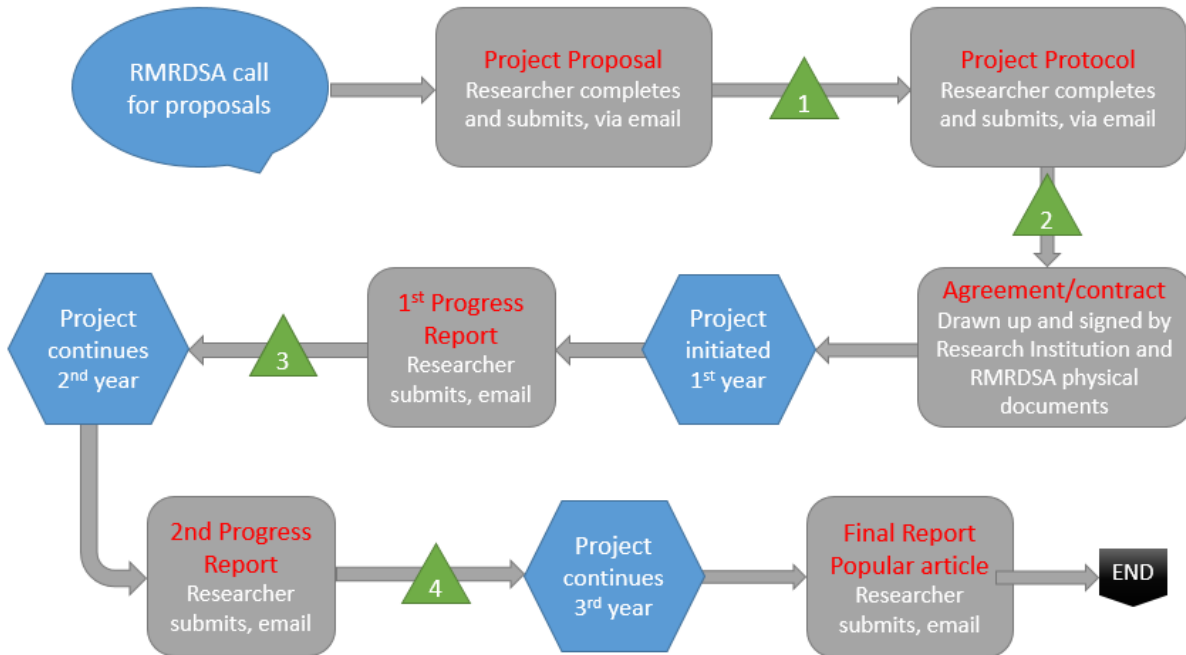
- Refer to this Guide for the correct completion of each section of the Final Report.
- Please note that if the Final report is completed incorrectly, it could be rejected and re-submission will then be required.
- Complete all sections in the Final Report.
- Attach all required documents to this form as Addendums
- All documents need to be submitted electronically

### THE RMRD-SA APPLICATION PROCESS

Refer to Figure 1 for a summarized flow diagram of the process for research projects approved for RMRD-SA funding.

1. **Call for proposals** is send out by RMRD-SA
  - a. Includes a *Project Proposal template*
2. **The Project Proposal** is completed by the researcher and submitted to RMRD-SA
  - a. RMRD-SA Subject Working Groups appoint priority of research for industry
  - b. Proposals with high priority are send a *Project Protocol template, Project Protocol Guide to authors, Agreement template* and *Progress Report template*
3. **The Project Protocol** is completed by the researcher and submitted to RMRD-SA.
4. A **signed Agreement** is drawn up between RMRD-SA and the research institution upon approval of the Project Protocol
5. Funding for 1<sup>st</sup> year of research is released and research commences
6. An annual **Progress Report** is submitted to RMRD-SA (1<sup>st</sup> year)
  - a. A RMRD-SA Subject Working Group evaluates Progress Report, and upon approval funding for 2<sup>nd</sup> year of research is released
7. An annual **Progress Report** is submitted to RMRD-SA (2<sup>nd</sup> year)
  - a. A RMRD-SA Subject Working Group evaluates Progress Report, and upon approval 80 % of the funding for the 3<sup>rd</sup> year of research is released
8. **Final Project Report** submitted to RMRD-SA (3<sup>rd</sup> year)
9. Submission of **popular article**

- a. A RMRD-SA Subject Working Group evaluates Final Report and popular article, and upon approval the final 20 % of funding is released and the contract is completed.



**Figure 1: Flow diagram of process of research projects approved for RMRD-SA funding**

#### **FUNDING RELEASED BY RMRD-SA**

- 1<sup>st</sup> year of funding: The 1<sup>st</sup> instalment will be released once the **Protocol** is approved and an **Agreement** is signed.
- 2<sup>nd</sup> year of funding: The 2<sup>nd</sup> instalment will be released once the **Progress Report** from the previous year has been received and approved.
- 3<sup>rd</sup> year of funding: The 3<sup>rd</sup> instalment, minus 20%, will be released once the Progress Report of the previous year has been received and approved. The remaining 20% will be released when the **Final Project Report** plus a **popular article** has been received and approved.

# COMPLETING THE FINAL REPORT

## 1. IDENTIFICATION

*Please note that this section duplicates the information which was provided in the project protocol/progress report. If the project has undergone no changes, section 1. IDENTIFICATION can be copied from the approved Project Protocol, with the exception of point 1.11 DATE OF SUBMISSION OF FINAL REPORT.*

### 1.1. PROJECT NUMBER

Category (C,S,P)	Year proposal submitted	Priority (H,M,L)	Focus area (C1–C7, P1–P7)	Unique Number
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This number was provided to you once your project was submitted to the RMRD SA for consideration of funding. Use this specific project number as main identification on all correspondence with the RMRD SA.

### 1.2. FULL TITLE OF PROJECT

The title should preferably be a maximum 16 words. It must include the name(s) of the animal species and/or products concerned. No abbreviations are allowed.

### 1.3. SHORT TITLE OF PROJECT

The short title should be a maximum of 6 words. The short title is used for future administrative purposes. In correspondence this title will be used and should not be changed throughout the duration of the project.

### 1.4. PLANNING COMMITTEE

Tick under which Planning Committee the research project falls. Both can be selected in cases if the research is applicable to both the Cattle and Small-stock, and the Pork Planning Committees.

### 1.5. FOCUS AREA

Select the appropriate focus areas under the applicable Planning Committees.

### 1.6. COMPONENT NUMBER, OUTCOME AND PRIOTITY

Please refer to the Research and Development Plan of the specific Planning Committee. Only indicate the component number, outcome number and the priority (A, B, C or D) as listed in the Research and Development Plan.

## **1.7. RESPONSIBLE RESEARCHER**

Please indicate title, full names, surname and highest qualification of the responsible researcher for this research project. All correspondence will be directed to this person. If an alternative responsible researcher is appointed, the RMRD-SA needs to be informed in writing.

## **1.8. ALTERNATIVE RESPONSIBLE RESEARCHER**

An alternative responsible researcher needs to be identified in the case where the project leader is a student, or not registered by a professional council.

## **1.9. RESEARCH INSTITUTION (S)**

Please list the University name, Faculty and Department or Council, Institute and Division, or other of the responsible researcher. If other research institutions are also involved, please identify these as well.

## **1.10. ADDRESS AND CONTACT DETAILS OF RESPONSIBLE RESEARCHER**

Indicate contact details to which future correspondence will be made.

## **1.11. REGISTRATION WITH PROFESSIONAL COUNCIL**

Indicate researcher name, full name of the relevant professional council as well as the researchers' registration number. Relevant professional councils include, but are not limited to, the South African Veterinary Council and the South African Council for Natural Scientific Professions.

## **1.12. DATE OF SUBMISSION OF FINAL REPORT**

Insert date when this final report was submitted to RMRD SA.

## **1.13. DATE OF COMMENCEMENT OF PROJECT**

Insert actual date when research project commenced.

## **1.14. DURATION OF PROJECT**

Tick if the project duration is one, two or three years. Select only one.

## **2. PERSONNEL**

### **2.1. ALL TEAM MEMBER(S) (Title, initials, surname, highest qualification)**

***This can be copied from the approved Project Protocol if no changes were made.*** Indicate all the team members who were involved in the research (past and present). Include the name of the responsible researcher. Indicate title, initials, surname and highest qualification.

### **3. AIM(S) OF THE PROJECT**

***This can be copied from the approved Project Protocol if no changes were made.*** Projects funded by the RMRD-SA run over a maximum period of three years. Please indicate the aims of the research for these three years. A maximum of one sentence per aim is allowed (concise sentencing preferred). The aims should encompass the ultimate aim of the research project.

### **4. TIME SCHEDULE**

Complete 4.1 as indicated in the Project Protocol. If this has changed, please complete 4.2.

### **5. ALL EXTERNAL FUNDS OBTAINED IN PREVIOUS YEAR (From various funders)**

Indicate the amount of funds from all external sources, including RMRDT, Thrip as well as all other external sources. Indicate the amounts which were approved and the amounts used for the lifetime of the project. Indicate in the remarks section additional comments on funds not used, e.g. *roll-over to next year*.

### **6. OUTPUTS AND OTHER CRITERIA EVALUATION (ATTACH AS ADDENDUMS)**

Indicate if each of the outputs has been achieved for the project thus far. Indicate YES/ NO, and indicate how many of each in the NUMBER column. **It is compulsory to attach each of these outputs as an addendum, and submit these electronically.**

### **7. EXECUTIVE SUMMARY**

In a complete, yet concise paragraph (approximately 500 words) summarise the most important aspects of the completed research project, e.g. aim, methodology and findings. Please note that this should be a stand-alone paragraph, which will be published on the RMRD website.

### **8. COMPULSORY ATTACHMENTS**

**It is compulsory to attach the following documents as addendums and also submit them electronically:**

1. **Popular article:** This article should be written in laymen's terms as it will be targeted at informed consumers. It should be approximately 2000 words and include an introduction including the main aims, the methodology followed and the main findings. This article will be published by the RMRD in one of numerous magazines.

2. **Photograph of the principle researcher:** A photograph of the principle researcher needs to be supplied both attached and electronically.
3. **2 to 3 photographs of the research project:** Please supply two or three publishable photographs, taken during the execution of the research, which will give insights to the reader about the research done. Even if the research was only a review, photographs of researchers reading books, working on computers etc. will be acceptable.
4. **Comprehensive Project Report:** This report should include the following:
  - a) Project title
  - b) Name(s) of author(s)
  - c) Institutions
  - d) Executive summary
  - e) Date of submission
  - f) Introduction, including motivation and aims
  - g) Materials and methods
  - h) Results
  - i) Discussion of results
  - j) Conclusions
  - k) Implications
  - l) Recommendations
  - m) References

## 9. EVALUATION BY RESEARCHER

Each principle researcher needs to evaluate his/her own project based on selected requirements, by scoring these attributes on a scale from 1 to 5; 1 being poor, 5 being excellent. Please use the following as a guideline to allocate scores to each requirement.

- a) Achievement of aims:
  1. Not achieved
  2. Only a limited amount of the aims have been achieved
  3. Half of the aims have been achieved
  4. Most aims have been achieved
  5. All aims have been achieved
- b) Presentation of Final Report
  1. Poor
  2. Below average
  3. Average
  4. Above average
  5. Excellent
- c) Scientific academic value of the research
  1. No new information
  2. New information with no scientific academic value
  3. New information with little scientific academic value

4. New information with some scientific academic value
  5. New information with significant academic value
- d) Practical value of the research for the Red Meat Industry
1. No new information
  2. New information with no practical value for the Red Meat Industry
  3. New information with little practical value for the Red Meat Industry
  4. New information with some practical value for the Red Meat Industry
  5. New information with significant practical value for the Red Meat Industry
- e) Value for money
1. Poor value for money
  2. Below average value for money
  3. Average value for money
  4. Above average value for money
  5. Excellent value for money
- f) Please provide additional comments if applicable, e.g. valid explanations for low scores.