At the conclusion of support for a grant, an individual report for each project must be submitted, on the appropriate form, to the Secretary of Council by the above mentioned due date.

Well planned summary reports provide a valuable record of accomplishments. These reports are a necessary source of information in preparing annual reports to Parliament, communicating the achievements of health and medical research and presenting the annual case for funds.

The report should be a brief presentation of the achievements of the research project during the reporting period and be in language readily understandable to an informed layperson or biomedical scientist whose interests may lie in another research field. Abbreviation and language that may not be generally known to the broader scientific community should be avoided unless already defined. The contribution of the project to positive health outcomes for Australians should be emphasised.

Each report should be compiled as follows:

1. Brief statement of scientific goals of project

2. Concise description of the studies conducted during the project and the results obtained. Include negative results or technical difficulties where these may be of value to others.

   (Components 1 to 3 should be typed on the form provided, do not exceed 500 words)

4. List publications uniquely arising from the grant. Do not include publications previously reported. List papers published or accepted for publication in refereed journals. Detail as applicable, author/s, title, page numbers (first and last), year and journal.

   Do not use more than one sheet. Should resultant publications be too numerous to list in the space provided, select only the most important for inclusion.

Please forward the original of this report to your Research Administration Officer who will then forward the report to:

PROJECT SUPPORT SECTION
NATIONAL HEALTH AND MEDICAL RESEARCH COUNCIL
Mail Drop 33
GPO Box 9848
CANBERRA ACT 2601

Failure to meet the above requirements may seriously prejudice consideration of further applications.