

# Final Narrative Report Template

This is for reference only. All reporting takes place on our online platforms.

## Review of Activities and Findings:

- 1) What was the existing challenge or need your research was trying to address? This is often the “why” for the research and crafted as the overall aim. (Maximum 50 words)
- 2) Please share what was accomplished for each objective during this reporting period.
  - For each objective worked on during this reporting period, please describe the major activities or tasks conducted (e.g., lab or field studies, modeling, etc.). Activities are what you did toward meeting the objective during this reporting period. Delineate the response by objective. Clearly denote activities by using language like “We collected samples...”, “We analyzed...”, “We tested...”, “We modeled...”, “We validated...” etc.
  - For each objective worked on during this reporting period, please share the outputs from the work during this reporting period. Outputs are things like findings and deliverables. Delineate the response by objective. Clearly denote outputs by using language like “We found...”, “We showed...”, “We developed...”, etc. If you’d like to complement your narrative with figures, charts and/or tables that showcase or summarize your research findings there will be a spot provided to upload those later.
  - For each research output during this reporting period, please describe the broader relevance for science, producers, industry, government, community organizations, consumers and/or others along the value chain. For example, how can it be used or applied in the near term by these respective groups?
  - Are there any objectives stated for this reporting period that were not fully met?
    - i) If yes, why were you unable to fully meet the objective or objectives during this reporting period?
- 3) Referring to the findings articulated for each objective, were there any unexpected or surprising findings?

- If yes, please explain why the research findings were unexpected or surprising and what knowledge or information you gained as a result.

4) If you'd like to complement your narrative with figures, charts and/or tables that showcase or summarize your research findings, please upload as a PDF.

5) To your knowledge, during this reporting period, have any of your project's findings been used in product development, to inform policies or to generate informational materials? For example, have the findings been used to recommend practice or management changes, as the basis for policy or legislation changes, as the basis for product design or scaling, or to improve training manuals or other extension outputs?

- If yes, please share which of your project's findings have been used, to what extent and by whom.

## Cumulative Project Findings and Outcomes:

6) Please provide a technical abstract for the completed project. This should be a summary of the funded work and emphasize your findings; it should be different from the project proposal abstract you submitted at the time of application. Please avoid writing a review of the literature. Your abstract (maximum 250 words) should contain:

- a concise background;
- the research aim of the project;
- the research approach of the project;
- summarized findings from the project (stated in the past tense);
- the significance of the findings; and
- the next steps that will follow from your project's findings.

7) Use your technical abstract to create a summary paragraph describing the completed project for non-technical audiences (e.g., policymakers and consumers). The summary should be no more than 250 words. The following generative artificial intelligence (AI) prompt was engineered to provide an excellent draft of a non-technical summary, requiring minor tweaking. The prompt was designed in ChatGPT, but use of ChatGPT is not a requirement. Other generative AI options exist like Google's Gemini or Microsoft Copilot. Please consult all institutional policies for

artificial intelligence (AI) use permissions and only use generative AI approved by your institution.

- Grantee prompt instructions:
  - i) Paste the following quoted prompt into institutional approved generative AI.

“Read the following technical abstract, found in brackets, carefully. Rewrite it so that a non-technical audience (e.g., community stakeholders, policymakers, or general readers) can understand key points and significance. Simplify or define any specialized terminology or jargon. Highlight the real-world applications, impacts or benefits, and any broader context relevant to the project. Use clear and concise language, aiming for a 7th grade reading level. Present the summary in a short, structured format (250 words). The output should be a reader-friendly, clear and engaging summary in paragraph form. It should include the following content: the background for the research (e.g., why it was important), what the research was about, what the researchers did, key findings, why it matters (real-world context or applications) and any implications for future work.

[insert technical abstract within these brackets]”

- ii) Hit enter or submit
- iii) Review the AI output
- iv) Make any minor tweaks
- v) Copy & Paste AI output into the text field below

This summary paragraph will be used by FFAR in various public communications materials including, but not limited to, press releases, one pages, impact reports, etc.

- 8) Please share any photos or video clips, especially candid photos and videos, of you and/or your team conducting this research during this reporting period. Specifically, we are looking for images or videos of you and your team conducting research in the field or the lab, engaging with producers or stakeholders, etc.
  - Include a brief caption that describes the photo(s) or video clip(s).

- Additionally, please note if FFAR should attribute credits to any photographer or institutions for these materials.

By submitting any photos or video through this platform, you grant FFAR the rights and permissions to distribute these materials via the Foundation's various platforms, including but not limited to the FFAR website, social media platforms, newsletters, the annual report, etc. to promote your FFAR-funded research.

- 9) Provide a short quote (2-3 sentences) summarizing the takeaways of this research and its value to the food and agricultural community and/or your experience/partnership with FFAR. This quote will be used by FFAR in various public communications deliverables, including, but not limited to the FFAR website, social media platforms, newsletters, the annual report, etc. to promote your FFAR-funded research.

## Stakeholder Engagement:

- 10) For the following stakeholders, please select *all* the phases you engaged with them during the course of this research project. If a listed stakeholder was not engaged, you have the option to choose N/A.

The phase options are:

- i) Planning or project design
- ii) Data collection
- iii) Participant in project activities (e.g., training workshops)
- iv) Discussion of findings
- v) Adoption or implementation of research deliverables
- vi) N/A

The stakeholder options are:

- Producers (e.g., farmers, ranchers, etc.)
- Input providers (e.g., seed companies, animal genetics companies, chemical companies etc.)
- Communities (e.g., community organizations or members)
- Government (e.g., government offices or employees at any level of government)
- Non-governmental organizations (e.g., environmental NGOs, food system NGOs)

- Commodity groups (e.g., United Soybean Board, National Pork Producers Council etc.)

11) If not covered by confidentiality or non-disclosure agreement, please provide the name, title, organization and contact information for up to five stakeholders who participated in the collection of data, discussion of findings or adoption of research findings. We would like to reach out to them and capture their insights on the value of the research output to their operation, management or business strategy. We are particularly interested in key stakeholders who can be a spokesperson for the research and findings.

## Project Challenges and Troubleshooting:

- 12) We are interested in learning from any challenges you faced. Outside of reasons described in No Cost Extension (NCE) requests if applicable, did you face any unforeseen challenges or delays during this reporting period?
- If yes, to help us prepare for mitigating similar challenges in the future, please describe the challenge(s) or delay(s) you experienced on this project during this reporting period and your attempts to resolve them.

## Grantee Perspective on Impacts:

- 13) Please share any impacts that your project had during this reporting period that may not have been captured in your responses above. For example, describe any discussions or findings that were particularly impactful. (500 word maximum)
- 14) Has the research and/or findings influenced your theory of change in any way? If so, please share the shift in thinking (e.g., how has this research project or findings shifted your approach to understanding or solving the problem? Would you define the problem differently now?)