

SEEDS Final Report Instructions

The following information is *required* for your final report.

Lay Summary:

This is the most important part of your final report. **Please limit your response to approximately one page.** Your summary needs to be written so that it is easily understood by someone without a scientific background.

This summary may be included in the annual SEEDS Report of Progress and needs to be accessible to those outside of your department/college. Use the following outline to develop the lay summary:

- **Why was the work done?**
Convince the reader that this work was necessary. What is the issue? Who cares and why? Indicate the potential or real benefits, as well as who will benefit. Quantify the anticipated benefits.

- **A BRIEF, NON-TECHNICAL explanation of the problem and what was done.**
Summarize your project in terms that someone with no knowledge of the problem can easily understand. If you must use a technical term, provide a simple definition.

- **What was found or discovered?**
Briefly describe what you expected to find and what the results show. How has your response affected the users/stakeholders involved with this issue?

- **What do you plan for the future?**
Using the information or discoveries from your project, what is your next step? Do you need to repeat the experiments for verification? Are you going to commercialize something as a result? If this is the first piece of the puzzle and you need to continue work in the area, how exactly are you going to use what you've learned to continue the work?

You will also be asked to enter the following items, as they apply to your research:

- Abstracts, conference proceedings
- Article, peer reviewed (only published or in press)
- Book chapters (only published or in press)
- Bulletin or technical report
- Invention disclosures
- Patents
- Extramural funding
- Posters and presentations
- Student funding

You can print a copy of your report for your records. You may also edit this report for a week after submission.