

Harris Centre
Suite of Applied Research Funds
Template for Final Report Table of Contents

1. Acknowledgements (Must acknowledge the appropriate Harris Centre fund and its funders)
2. Executive Summary
3. Glossary and acronyms (*if appropriate*)
4. Introduction
 - 4.1 Project Background
 - 4.2 Rationale
 - 4.3 Objective(s)
 - 4.4 Research Methodology and Approach
 - 4.5 Clearances (ethics, biohazard, etc.)
5. Case Study – *This may contain multiple sections depending on the individual project*
6. Recommendations on how this research should be implemented either as a public policy or a potential project as well as recommendations for future research)
7. Conclusion
8. References
9. Figures (*if appropriate*)
10. Appendices (*if appropriate* eg. Interview guide, consent form, charts, participant evaluations, maps, etc.)

Additional guidelines:

- Include page numbers in the report (at bottom of page);
- Use standardized citation formats that are typical of your area of research and please be consistent;
- Please have the report proofed before submitting it. The Harris Centre will proof for glaring typos but obviously unedited manuscripts will be returned to the researcher