



Completion Report Guidelines 2024-25 FY

A Completion Report is requested to document the progress and accomplishments made over the entirety of Citrus Research Board supported project activities. The report includes two sections, an Executive Summary (described below, limited to two pages) and Supplemental Information. Supplemental Information should describe all research activities and accomplishments toward each objective to include data summaries, graphs, and any collaborations or technology transfer efforts. There is no word or page limit for this section, but files should be submitted in Word or Adobe format.

When completed, please submit your files using the following naming convention:

- Completion Report: CRB Project #_PI last name_CR example: 5100_555_Smith_CR
- Supplemental Information: CRB Project #_PI last name_D example: 5100_555_Smith_D

The CRB reserves the right to modify reports at its discretion. Reports are due 60 days after project end and should be submitted to the CRB Research Department at research@citrusresearch.org.

Executive Summary

1. Heading
 - a. CRB Project # and Project Title
 - b. PI or Co-PI Information (Name, Institution, e-mail address)
 - c. Collaborator Information (Name, Institution)
 - d. Active Project Window (start and end date of project)
2. Executive Summary
 - a. Provide a detailed summary of CRB project including important results/discoveries from all experiments conducted throughout the project.
3. Re-statement of Project Objectives
4. Describe how your research project has specifically benefited California citrus growers and industry.

Report Format

A template will be made available to illustrate the requested format for the Executive Summary. Report should be provided as a word document using Arial type font, 11pt. Exceptions noted below:

- Title – 14pt, bold and centered
- Author information – centered
- Section Headings – 12pt and bold

Last modified: October 2, 2025