**Project Title (font Times New Roman bold 14 point)**

**Authors:** **Name of researcher in bold**, Job Title, Department, Location; **Researcher 2**, etc. (font Times New Roman 11 point). (Example: **John Smith**, Specialist, Department of Plant Sciences, UC Davis.)

**Introduction**

Introductory or background information for the research project if needed. From this point on the font is Times New Roman 11 point. Paragraphs are left justified. The headings are in bold and underlined (do not use all caps for headings).

**Results and Discussion**

Results and discussion of the research project. To allow room for more words, no space is needed between the part heading and the first paragraph.

Double space between paragraphs in each part.

**Conclusion**

Project research conclusion.

The template has 1-inch margins all around – do not change margins – reports will be bound into a booklet.

Do not add page numbers.

The executive summary is **limited to two pages**. This template has room for approximately 1200 words.