



Environmental Horticulture Program

Research Report Form

Research Reporting Instructions

Please read the following instructions prior to preparing your report. To achieve consistent information about experiments across disciplines, please use the reporting template provided on the IR-4 website. There are sample reports available on the IR-4 Environmental Horticulture website.

Reports are due **60 days** after the last data collection. They should be submitted electronically on the IR-4 Ornamental Horticulture Program Research Report Form.

Report Header

The report header contains the name of your experiment along with information that simplifies recording the completion of your research in the IR-4 Ornamental Horticulture Database. Please include the use site in this header.

PRNumbers: Include the appropriate PRNumbers in your report. PRNumber stands for Project Request Number, terminology based in the historic request system for registration needs. It now means the unique number assigned to a particular study based on the product, crop, target (crop safety, insect, disease, weed), and production site, which is used within IR-4 to track research activities. This number should not be confused with the Protocol Number which is found on the research protocol. Research protocols will be associated with multiple PRnumbers. If there is a question about PRNumbers, contact your Regional Field Coordinator.

Narrative Summary

This should be a brief summary of the results and your conclusions about the research experiment(s) included in the report.

Results Table

When appropriate, use multiple tables to fully convey complex data or to separate data of different types collected during the same experiment. Please include both the product and active ingredient names.

Rates: When reporting rates, use a method common to your discipline. For weed science, include lb ai per acre and lb product per acre. For entomology and pathology, include amount of product per 100 gal for foliar sprays, and for drench or broadcast applications include the amount of product and volume of solution per area. It is preferred that treatments are listed alphabetical order by product in the first column, then in order of increasing rates, listing the untreated controls last.

Statistics: Use statistical analysis conventional for your discipline. If using letters to indicate statistically different data points it is helpful to include the letters in the same column as the data rather than a separate column.

Materials & Methods & Experimental Information

Please include information about the experimental design, crops and treatments in this section. Any changes from the original protocol should be clearly noted within the materials & method section along with reasons for those changes.

Photographs

Photos can help illustrate research results or show the experimental design or methods. Photos can be provided as pictures embedded in the report or as separate jpg, bmp, or tiff files. Please include only those photos illustrating specific points and save them to a minimal size. Photos may be sent as a separate file or embedded within the report provided it is not too large.

Data Collection & Environmental Conditions

It is important to provide raw data. There may be instances where the raw data is needed to understand the overall experiment, or there may a need to submit the data with a registration package. For example, certain state registration entities want to see the raw data for crop safety research to demonstrate minimal or no negative impact from applications.

Similarly, please send environmental conditions during the course of the experiment, which will aid in understanding the research outcomes.