**Final Report # «APP\_NO»**

**HMRF**

***Health and Medical Research Fund***

**«TITLE»**

Submitted to the Assessment Panel (Date)

**Applicant(s)**

*(Applicants)*

*Department and Affiliation*

*(Organisation)*

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(Times New Roman 12 pt)

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**Signatures of Project Team**

The principal applicant and all co-applicants are required to sign the Final Report. By signing this Final Report, the principal applicant and all co-applicants (if any) acknowledge that they have contributed to the Project and agree with the information contained herein.

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| Signature of Applicant(s) | |  | Name (Capitals) |  | Date |
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**Standard Format for Final Report**

1. Version: Microsoft Word
2. Maximum of 5000 words
3. Title Page (see example above)
4. Layout of report
5. Page size - A4
6. Line Spacing – 1.5 spaces
7. Case - Sentence Case
8. Single Column
9. Margin
10. Top: 2.54 cm
11. Bottom: 2.54 cm
12. Left: 2.54 cm
13. Right: 2.54 cm
14. Layout of the Executive Summary
15. Ragged right margin
16. Font Type - Times New Roman 12 pt
17. Heading Times New Roman 12 pt, bold (e.g. "Objective: To compare the… " in the same line)
18. Line Spacing - single space
19. Layout of Text
20. Ragged right margin
21. Font type

* Heading 1 - Times New Roman 12 pt, **bold**,1 line space before and after
* Heading 2 - Times New Roman 12 pt, ***bold and italic***,1 line space before and after
* Heading 3 - Times New Roman 12 pt, *italic*, no space before or after
* References - superscript all reference numbers

1. Layout of Tables
2. Font Type: Arial 10 pt
3. Title Table x and wording (e.g. Table 1 Causes of perinatal death …)
4. Horizontal and vertical lines 0.25 pt only
5. Layout of Figures
6. Font Type: Arial 10 pt
7. Title Figure x and wording (e.g. Figure 1 Causes of perinatal death …)
8. Border around the Figure 0.25 pt only

10. References

1. Font Type: Times New Roman 10 pt
2. Use 1,2,3,4 … to number references
3. Vancouver style (see: http://www.nlm.nih.gov/bsd/uniform\_requirements.html)
4. Superscript references in text after punctuation
5. Publications, including in press
6. Times New Roman, 12 pt.
7. If none, state NONE.
8. Patents and other Intellectual Property Rights that have resulted directly from the research project.
9. Times New Roman, 12 pt.
10. Describe the patent to be filed/obtained
11. If none, state NONE