



Submission deadline 30 April 2010

Darwin Initiative Annual Report



DARWIN200

Darwin Project Information

Project Ref Number	17-021
Project Title	Restoring Tropical Forests: a Practical Guide
Country(ies)	Thailand
UK Contract Holder Institution	Royal Botanic Gardens, Kew
Host country Partner Institution(s)	FORRU, Chiang Mai, Thailand
Other Partner Institution(s)	
Darwin Grant Value	£81,200
Start/End dates of Project	01 April, 2009 – 31 March, 2012
Reporting period (1 Apr 200x to 31 Mar 200y) and annual report number (1,2,3..)	Annual Report number 1; 01 April, 2009 – 31 March, 2010
Project Leader Name	Kate Hardwick
Project website	www.kew.org and www.forru.org
Author(s) and main contributors, date	Kate Hardwick, David Blakesley, Stephen Elliott, 30 April 2010.

1. Project Background

This project was designed to significantly strengthen the long term impact and legacy of two previous Darwin projects (11-023 and 14-010), by enabling the two manuals published on tropical forest restoration for biodiversity recovery (designed for use in Indochina) to be adapted and enhanced for wider use throughout the tropics.

There is now huge interest in restoring the world's tropical forest ecosystems for biodiversity recovery and for carbon storage. In any forest restoration project it is important that practices should be based on the best science available. Many tropical forest restoration projects are being hurriedly put together in anticipation of various schemes to mitigate global warming. To make a significant contribution to biodiversity conservation, these projects must be based on sound scientific methodology, which includes the conservation of biodiversity as one of the principle aims.

Chiang Mai University's Forest Restoration Research Unit (FORRU) has developed scientifically proven techniques – based on the Framework Species Method – to restore tropical forest ecosystems in Thailand (presented in the Darwin-funded manual “How to Plant a Forest”) and designed research protocols that can be used to develop effective restoration techniques for other tropical forest ecosystems in SE Asia (published in the Darwin-funded manual “Research for Restoring Tropical Forests”). The main objective of this project is to thoroughly rework this material into a third Darwin Manual or Guide, augmented with case studies from around the world, to produce a standard global generic text that will make a major contribution to the efforts of many tropical countries to restore their native forests, and hence improve their ability to meet their obligations under the CBD.

The authors of the guide are based in England and the Forest Restoration Research Unit, Chiang Mai, Thailand. Case studies are being undertaken by William Milliken and Martin Cheek of RBG Kew in Mato Grosso, Brazil and the Bamenda Highlands, Cameroon respectively. Other case studies will be compiled by the principle authors of the Guide.

2. Project Partnerships

This project is essentially a partnership between the Royal Botanic Gardens, Kew and Chiang Mai University's Forest Restoration Research Unit, in collaboration with Dr David Blakesley (Wildlife Landscapes) who was the UK Project Leader for two previous Darwin projects (162/11/23 and 14-010) upon which this project is based. In the past year, the project has been led by Dr Kate Hardwick (RBGK), who has administered the project, liaised with colleagues at RBG Kew and with her two co-authors, Drs Elliott and Blakesley. At RBGK, information for case studies is being provided by Drs Martin Cheek, William Milliken and Paul Smith, project finances have been administered by Andrew Garrod, and publication of the Guide is being overseen by Kew's Head of Publications, Gina Fullerlove. The original project accountant, Ruth Bartholomew, has now left Kew and has been replaced by Andrew Garrod. Otherwise there have been no changes to the management structure of the project over the reporting period. Following a series of face-to-face meetings early in the project, relationships have since been managed by telephone, email and Skype. The three principle authors have had several Skype meetings during the course of the year, and have kept in close contact by email.

Collaboration with other projects:

Cameroon

Dr Cheek (RBG Kew) suggested involving the Cameroonian NGO ‘Apiculture and Nature Conservation Organisation’ (ANCO), who are providing updated details on the progress of forest restoration projects in the Bamenda Highlands and recent photos. This task is being undertaken by Paul Mzeka of ANCO.

Brazil

Dr William Milliken (RBG Kew) travelled to Minas Gerais in Mato Grosso, Brazil in November 2009 and carried out fieldwork that will be used in the Brazilian case study. Meetings were held with Secretaria do Estado de Meio Ambiente (SEMA), the Fundação Ecológica Cristalino (FEC) and Flora and Fauna International to discuss the possible establishment of forest restoration projects in or around the Cristalino State Park. Dr Milliken will be continuing these discussions during a further visit, funded by RBG Kew, later in 2010.

Madagascar

Dr Paul Smith (RBG Kew) has been a long-standing advisor to QIT Madagascar Minerals with regard to their forest restoration activities in south-eastern Madagascar. Prior to the Darwin project he had accumulated a large amount of data and information which he is making available to the project for the Madagascar case study and he will be making a further visit to collect more up-to-date information and photographs in May 2010.

Australia

Dr Steve Elliott and two members of staff from FORRU-CMU travelled to Queensland, Australia in February 2010 and were hosted by Biotropica Australia PTY LTD. As a result of the good relationships developed during this visit, Biotropica Australia PTY LTD agreed to sponsor the salary of one FORRU-CMU officer, which can be considered as “leverage” by this Darwin Project.

When the book has been published, one of the distribution points will be CBD focal points in the host country and other countries targeted for distribution. At this stage, it is anticipated that the project will support institutions across the tropics to build their capacity to meet CBD commitments. This will be described in greater detail in the Final Annual Report, when the book has been published and distributed.

3. Project progress

3.1 Progress in carrying out project activities

Output 1 Information gathering from projects around the world

Development of the case studies is ongoing, and information has already been gathered from Queensland's Wet Tropics World Heritage Site, Australia; the Harapan Rainforest Initiative, Sumatra; the Forest Restoration Research Unit, Cambodia; Mato Grosso, Brazil; Madena, Madagascar and the Bamenda Highlands, Cameroon, with project staff making visits to Australia, Cambodia and Brazil. In year 2, further visits will be made to Brazil and Madagascar using in-kind funding from RBG Kew. The proposed case-study from Guinea has been replaced with the study from Madagascar.

Output 2 Publication of guide

Work on developing the contents of the guide began soon after the official start of the project. Lengthy discussions followed at international editorial meetings held over several days at Kew in July 2009 between the authors in the UK, Drs Hardwick and Blakesley, and Dr Steve Elliott from FORRU-CMU. Significant progress was made, resulting in the completion of a detailed itemisation of the contents, together with the allocation of writing tasks for material to be drafted in the first year. Separate meetings were also held with three Kew scientists responsible for contributing information for case studies to be featured in the book. In addition, a meeting was held with the Head of Kew Publishing to discuss the publication schedule for the book, and the logistics of design, translation and so on.

We are pleased to report that the sections of the book planned for completion in the first year of the report have been completed on time. As the writing was undertaken, some changes were made to the order of presentation of the material, but not to the actual overall content. These sections are being peer reviewed internally, and will be sent out for external peer review early in the second year of the project, as planned. David Lamb, a respected tropical forest restoration ecologist from the University of Queensland, Australia, has already agreed to peer review the book.

Output 3

This will be undertaken in the final year of the project.

In summary, following the logical framework:

Output 1 Information gathering from projects around the world – ongoing

Output 2 Publication of guide – scheduled for the third year of the project

Output 3 Distribution of guide - scheduled for the third year of the project

3.2 Progress towards Project Outputs

Tasks scheduled for the first year were completed on time, and it is anticipated that all the outputs will be achieved by the end of the third year of the project. The first measure of the output indicators will be available in the second year of the project, when the external peer review of the first five chapters of the book has been completed. There have been only minor changes in assumptions, based on recommendations from Darwin's external consultation, provided by Patrick Hardcastle.

Case studies (Output 1)

Australia: In February 3 staff members from FORRU-CMU spent a week in Queensland Australia, hosted by Biotropica Australia PTY LTD whose founder, Nigel Tucker, pioneered the framework species method to restore Queensland's World Heritage Wet Tropics Site 15 years ago. The main objective was to gather material needed to write a case study on the origins of the framework species method (which will appear near the start of the guide). However, in addition to carrying out interviews and site/nursery visits in order to write the case study piece, the FORRU-CMU staff underwent a refresher training program in the latest practical forest restoration techniques that are now being applied on a wide scale in Australia. Furthermore, Biotropica commissioned a series of seminars and discussion sessions for the Thai visitors with leading scientists in the fields of carbon sequestration and payments for other ecological services. These topics are now becoming essential for funding forest restoration work around the world. The FORRU-CMU staff gave a presentation about their work in Thailand to TREAT (Trees for the Everton and Atherton Tablelands) – one of the largest NGO's involved in tree planting in the area.

Cameroon: the Cameroonian case study has been devised and planned by Dr Martin Cheek (RBG Kew), to show how the methods and species used by established forest restoration projects in Africa compare with the framework species approach advocated by the Darwin Guide. Kew's partner organisation in Cameroon, 'Apiculture and Nature Conservation Organisation' (ANCO) is gathering data and photographs from forest restoration projects in the Bui, Donga Mantung, Boyo and Mezam districts, including: technical information on the species used and their performance, methods used to produce plant material, factors limiting success; organisational information on the funding and administration of the projects; and social information on the reasons why communities have undertaken these projects.

Madagascar: a case study on the research carried out over more than 10 years by QIT Madagascar Minerals on the restoration of littoral forests following mineral extraction, provides an interesting comparison with the framework species research carried out in Australia and Southeast Asia. The QIT team have adopted a similar scientific approach, testing a wide range of sun-loving intermediate and shade-loving species. They have also compared the performance of native and exotic species on highly degraded land and analyzed the effects of demineralization of the sand, addition of topsoil, distance to natural forest as a source of regeneration and the use of nurse crops. Sources of information on these studies include published reports as well as unpublished information from QIT project staff and Dr Paul Smith (RBG Kew). Dr Smith will visit the area in May 2010, enabling him to assemble up-to-date information on the performance of the species tested and analyze the factors that have contributed to, or limited restoration success.

Brazil: Dr William Milliken (RBG Kew) travelled to Minas Gerais in Mato Grosso, Brazil in November 2009 and initiated a project that will provide a case study exploring the potential application of the framework species method in a situation that necessitates working at the interface between restoration and agroforestry in order to provide economic incentives for the local communities. He held several meetings with stakeholder organisations (as detailed above) to discuss the possible establishment of a pilot habitat restoration project within the Cristalino State Park or in the 'assentamentos' (state settlements) around the park. The proposed project could serve as a model for the region, developing the framework species methodology and providing outreach to local communities. As a result of the positive outcome of these discussions, William Milliken will be making a further visit, funded by RBG Kew, later in 2010 to work with FEC to finalise the project proposal and carry out further fieldwork to provide information for the case study.

3.3 Standard Measures

Table 1 Project Standard Output Measures

Code No.	Description	Year 1 Total	Year 2 Total	Year 3 Total	Total to date	Number planned for this reporting period	Total planned from application
Established codes							
6A	Number of people to receive other forms of education/training (which does not fall into categories 1-5 above)	3 FORRU-CMU staff (2 Thais + 1 British) trained in latest framework spp. methods and carbon markets in Australia.			3	Not specified	Not specified
7	Number of (ie different types - not volume - of material produced) training materials to be produced for use by host country					None	One guide
8	Number of weeks to be spent by UK project staff on project work in the host country	WM-2 MC-1	WM-2 MC-1 PS-2			WM-2 MC-2 PS-2	WM-2 MC-2 PS-2

Code No.	Description	Year 1 Total	Year 2 Total	Year 3 Total	Total to date	Number planned for this reporting period	Total planned from application
10	Number of individual field guides/manuals to be produced to assist work related to species identification, classification and recording				0	0	1 guide
11B	Number of papers to be submitted to peer reviewed journals	0			0	0	1 (if further funding available)
12A	Number of computer based databases to be established and handed over to host country	0			0	0	1
15A	Number of national press releases in host country(ies)	0			0	0	1
15B	Number of local press releases in host country(ies)	0			0	0	1
15C	Number of national press releases in UK	0			0	0	1
17A	Number of dissemination networks to be established	0			0	0	3 (Kew website, FORRU website, Kew Publishing)
18A	Number of national TV programmes/features in host country(ies)	0			0	0	1
18D	Number of local TV programmes/features in UK	0			0	0	1
22	Number of permanent field plots to be established during the project and continued after Darwin funding has ceased						Unknown number of trials will be set up by practitioners using the book
23	Value of resources raised from other sources (ie in addition to Darwin funding) for project work	c. £2,000 from Biotropica Australia Plc for FORRU member of staff					Unspecified

Table 2 Publications

Type (eg journals, manual, CDs)	Detail (title, author, year)	Publishers (name, city)	Available from (eg contact address, website)	Cost £

3.4 Progress towards the project purpose and outcomes

The purpose of the project is to publish and distribute a global generic guide to facilitate tropical forest restoration for biodiversity recovery and thereby significantly strengthen the long term impact and legacy of two previous Darwin projects. Progress towards the outcome of this purpose is described fully in Sections 3.1 and 3.2. As far as we are aware, all the important purpose level assumptions and measurable indicators still hold true.

3.5 Progress towards impact on biodiversity, sustainable use or equitable sharing of biodiversity benefits

The project is unlikely to make a major impact on biodiversity until the publication of the global generic guide in 2012. However, after publication it is anticipated that the guide will facilitate restoration of forest ecosystems for biodiversity recovery in tropical countries across the globe, thus making a very significant impact on tropical forest biodiversity.

4. Monitoring, evaluation and lessons

Progress on the project is essentially monitored and evaluated through the writing of the guide. All written material for the guide, including descriptions of the case studies will be peer reviewed both internally and externally. Comments from external reviewers will be submitted to Darwin with the next half year or annual report.

A comprehensive internal peer review is also being undertaken. We have developed an editorial system which requires all drafted text to be initially reviewed and edited by one of the co-authors. The revised text is then reviewed and edited by the second co-author, before the final version is prepared for external peer review.

Lessons: we have developed a strong internal peer review system during the year, which is currently being used, and will be used for material drafted in the second year. We have also modified the order in which topics are presented in the contents, and expect that we may have to undertake a similar exercise in year two, as work proceeds on drafting the second part of the book. We have also made slight modifications to the choice of case study sites following discussions with staff at Kew.

5. Actions taken in response to previous reviews (if applicable)

Not applicable.

6. Other comments on progress not covered elsewhere

Following discussions with the Head of Publishing at Kew, it became clear that the original timetable for publishing the book did not allow sufficient time for copy editing, copy layout, proof reading and translation. It was decided that the book should be published in the final quarter of Year 3, rather than the second quarter of Year 3. A new project implementation timetable was prepared and will be submitted as a change request at the end of year 2. Otherwise, the design of the project has not been enhanced over the year, and there have been no significant difficulties encountered. The project is not believed to face any particular risks.

7. Sustainability

The project has a moderate profile in Thailand, because this is not the major beneficiary of the generic global guide. Thailand already benefits from two Darwin Guides published in English and Thai. Significant efforts will be made to promote the new Guide in range of tropical countries following publication, in approximately two years time. This will of course include Thailand, although there are no plans at present to translate the new guide into the Thai language.

The proposed initial print run of 4,000 copies will be distributed free of charge. If, as expected, there continues to be substantial interest, modern printing technology will enable subsequent smaller print runs to be made in direct response to demand. Furthermore, Kew is significantly increasing its restoration activities, with various fundraising initiatives to support this. As identifying Framework Species and developing protocols for using them has been identified as an important part of Kew's future restoration ecology programme, the web-based feedback will be of great relevance and Kew is likely to continue to fund it or seek further funding.

8. Dissemination

No activities were undertaken this year.

9. Project Expenditure

Please expand and complete Table 3.

Table 3 Project expenditure during the reporting period (Defra Financial Year 1 April 2009 to 31 March 2010)

Item	Budget	Expenditure	Variance
Rent, rates, heating, overheads etc			
Office costs (eg postage, telephone, stationery)			
Travel and subsistence			
Printing			
Conferences, seminars, etc			
Capital items/equipment (specify)			
Others (line drawings)			
Salaries: Blakesley			
Salaries: Elliott			
Salaries: Suttathorn			
TOTAL			

* A request was made to LTS to transfer £XXX of the travel budget from the Year 1 to Year 2, but the request was declined. The underspend was partly due to the fact that Martin Cheek did not travel to Cameroon to collect data for the case study in Year 1 as originally planned, but deferred his trip to Year 2 and delegated colleagues in the Cameroonian NGO ANCO to collect the data, using part of the travel and subsistence budget. The travel budget for the trip to Australia was also underspent, due in part to the generosity of FORRU's Australian hosts. Dr Elliott's costs for his trip to the UK for the first editorial meeting were significantly less than anticipated as he was able to combine it with a trip to France funded by another project.

** The production of line drawings was delayed by the sad death of FORRU's long-standing artist, Surat Plukam. FORRU is now looking for a suitable person to replace Surat.

10. OPTIONAL: Outstanding achievements of your project during the reporting period (300-400 words maximum). This section may be used for publicity purposes

[I agree for LTS and the Darwin Secretariat to publish the content of this section](#) (please leave this line in to indicate your agreement to use any material you provide here)

In this section you have the chance to let us know about outstanding achievements of your project over the year that you consider worth highlighting to LTS and the Darwin Secretariat. This could relate to achievements already mentioned in this report, on which you would like to expand further, or achievements that were in addition to the ones planned and deserve particular attention eg in terms of best practice. We may use material from this section for various promotion and dissemination purposes, including e.g. publication in the Defra Annual Report, Darwin promotion material, or on the Darwin website. As we will not always be able to ask projects on an individual basis for their consent to publish the content of this section, please note the above agreement clause.

If you have good quality photographs from the project that you would be willing to share to raise the profile of both your work and the Darwin Initiative, please briefly outline the types of images that you have available (eg plants, animals, fungi, people, landscape, forest, etc) and who we should contact if we would like to use them.

Report of progress and achievements against Logical Framework for Financial Year: 2009/10*

* NB Minor changes have been made to the logframe in accordance with the advice of Darwin consultant Patrick Hardcastle. Deletions have been indicated with struck-out text and additions have been indicated with bold text.

Project summary	Measurable Indicators	Progress and Achievements April 2009 - March 2010	Actions required/planned for next period
<p>Goal: Effective contribution in support of the implementation of the objectives of the Convention on Biological Diversity (CBD), the Convention on Trade in Endangered Species (CITES), and the Convention on the Conservation of Migratory Species (CMS), as well as related targets set by countries rich in biodiversity but constrained in resources.</p>		Nothing to report at this stage	<i>(do not fill not applicable)</i>
<p>Purpose Publish and distribute a global generic guide to facilitate tropical forest restoration for biodiversity recovery and thereby significantly strengthen the long term impact and legacy of two previous Darwin projects</p>	<ul style="list-style-type: none"> • Number Records of countries/institutions in which guide is requested and distributed • Number of countries in which methodology is adopted • Demand for 2nd edition 	Progress essentially as described in Outputs 1 and 2. As far as we are aware, all the important purpose level assumptions and measurable indicators still hold true.	Key actions include peer review of the first part of the book, completion of the remainder of the book together with peer review of the remaining chapters.
<p>Output 1. Information gathering from projects in Australia, Indonesia, Cambodia, Africa and South America partner countries, including lists of potential framework tree species for each site; and additional information sourced from the international literature and through other contacts.</p>	<ul style="list-style-type: none"> • Network established and functioning • Visits made Information gathered on case study sites, including provisional lists of framework tree species 	A network of sites has been established; project staff have visited Australia, Cambodia and Brazil. Information has also been collected from Indonesia, Cameroon and Madagascar. The Indicators are still appropriate for this Output.	
Activity 1.1. Visit/gather information from Australia, Indonesia, Cambodia, Africa and South America.		Some case sites have been visited, whilst information on others will be gathered in the second year of the project. Case study descriptions will be completed for the guide in Year 2.	
Activity 1.2. International editorial meeting at Kew		International meeting was held over several days at Kew in July 2009, and a second meeting will take place in May 2010, early in the second year of the project.	
Activity 1.3. Draft case studies		Scheduled for the second year of the project.	
<p>Output 2. Publication of 'Restoring Tropical Forests: Practical Guide'</p>	<ul style="list-style-type: none"> • Peer review of manuscript by minimum of two external experts 	Drafting the text of the guide is on schedule. Peer review will take place in the first part of the second year. The Indicators are still appropriate for this Output.	

	<ul style="list-style-type: none"> • Feedback from experts within RBG Kew • Manuscript ready for translation and publication by end Year 2 • Guide translated and published at the end of Year 3 	
Activity 2.1. Draft text of guide		First five chapters drafted as planned.
Activity 2.2. Internal and external peer review		Peer review to be undertaken in the first part of the second year.
Activity 2.3. Translation		Year 3
Activity 2.4. Layout and design of guide		Year 3
Activity 2.5. Printing		Year 3
Activity 2.6. Launch event		Year 3
Output 3. Distribution and dissemination of guide in hard copy and electronically, including low graphics version	<p>Number of copies printed, distributed by RBG Kew and acquired by practitioners etc and location sent to</p> <ul style="list-style-type: none"> • Guide accessible on RBG Kew and FORRU websites • Numbers and quality of web response forms completed 	Year 3. The Indicator is still appropriate for this Output.
Activity 3.1. Guide distributed		Year 3
Output 4. Publication of guide on web	Publication on RBG Kew and FORRU websites, which will also provide blank data forms for to users of the guide to feed back information generated from the application of the advocated methods to their projects	Year 3. The Indicator is still appropriate for this Output.
Activity 4.1 Guide published on web		Year 3
Output 5. Response to web	The number of web forms completed up to 3 years after EoP.	Year 3 and beyond. The Indicator is still appropriate for this Output.
Activity 5.1 Post-project responses to web guide		Year 3 and beyond.

Annex 2 Project's full current logframe*

* NB Minor changes have been made to the logframe in accordance with the advice of Darwin consultant Patrick Hardcastle. Edited text is indicated in bold.

Project summary	Measurable Indicators	Means of verification	Important Assumptions
Outputs (add or delete rows as necessary)			
1. Information gathering from projects in partner countries , including lists of potential framework tree species for each site; additional information sourced from the international literature and through other contacts	<ul style="list-style-type: none"> • Network established and functioning • Information gathered on case study sites, including provisional lists of framework tree species 	<ul style="list-style-type: none"> • Reports on visits and case studies • Quality and comprehensiveness of information received from partners 	<ul style="list-style-type: none"> • Participants in Australia, Indonesia, and selected case-study countries in Africa and Tropical America provide sufficient information and host visits of project staff • Case study partners remain motivated and committed to trial the methodology on publication of the guide
2. Publication of 'Restoring Tropical Forests: Practical Guide'	<ul style="list-style-type: none"> • Peer review of manuscript by minimum of two external experts • Feedback from experts within RBG Kew • Manuscript ready for translation and publication by end Year 2 • Guide translated and published in June Year 3 	<ul style="list-style-type: none"> • Peer and internal reviews, presented to Darwin • Manuscript completed by end of Year 2 • Guides published in three languages by June Year 3 	<ul style="list-style-type: none"> • Reviews do not bring up issues that require major time extension • Book meets publication standards of Kew Publishing
3. Distribution and dissemination of the guide in hard copy and electronically, including low graphics version	<ul style="list-style-type: none"> • Number of copies distributed and location sent to • Guide accessible on RBG Kew and FORRU websites • Numbers and quality of web response forms completed 	<ul style="list-style-type: none"> • Data supplied by Kew Publishing and RBG Kew by end Year 3 • Reports from webmasters of hits, responses and downloads • Analysis of completed forms 	<ul style="list-style-type: none"> • Expressed interest from regions other than SE Asia is maintained • Kew delivers undertaking to maintain the websites and record and assess feedback post project • Users of the book willing to record the results of their projects on Kew's web forms

Project summary	Measurable Indicators	Means of verification	Important Assumptions
<p>Activities (details in workplan)</p> <p>1.1 Visit/gather information from Australia, Indonesia, Cameroon, Madagascar and Brazil</p> <p>1.2 International editorial meeting at Kew</p> <p>1.3 Draft case studies</p> <p>2.1 Draft text of guide</p> <p>2.2 Internal and external peer review</p> <p>2.3 Translation</p> <p>2.4 Layout & design guide</p> <p>2.5 Printing</p> <p>2.6 Launch event</p> <p>3.1 Guide distributed</p> <p>3.2 Guide published on web</p> <p>3.3 Responses to web guide analysed – continues post project</p>			
<p>Monitoring activities:</p> <p>We will liaise closely with Kew Publishing during the production stage to monitor progress. Upon publication, project staff will manage and monitor the free distribution of the book while Kew Publishing will supply regular sales reports. Kew's IT department will monitor web downloads and project staff will record web-based feedback.</p>			

Annex 3 Onwards – supplementary material (optional but encouraged as evidence of project achievement)

This may include outputs of the project, but need not necessarily include all project documentation. For example, the abstract of a conference would be adequate, as would be a summary of a thesis rather than the full document. If we feel that reviewing the full document would be useful, we will contact you again to ask for it to be submitted.

Checklist for submission

	Check
Is the report less than 5MB? If so, please email to Darwin-Projects@ltsi.co.uk putting the project number in the Subject line.	✓
Is your report more than 5MB? If so, please advise Darwin-Projects@ltsi.co.uk that the report will be send by post on CD, putting the project number in the Subject line.	
Have you included means of verification? You need not submit every project document, but the main outputs and a selection of the others would strengthen the report.	Scheduled for Year 2
Do you have hard copies of material you want to submit with the report? If so, please make this clear in the covering email and ensure all material is marked with the project number.	No
Have you involved your partners in preparation of the report and named the main contributors	✓
Have you completed the Project Expenditure table fully?	✓
Do not include claim forms or other communications with this report.	