



STRIVE Guidelines for Submission of Reports

A draft **final report** for each STRIVE project must be submitted to the Environmental Protection Agency (EPA) by the project completion date. This report should provide a full account of the work carried out in the project including the objectives, methods and results.

For reports longer than 75 pages (i.e. **End of Project Report**), a synthesis must also be submitted to the EPA and should be approx. 20-30 pages. This will be published¹ as a **STRIVE Report**.

The **STRIVE Report** should provide a concise, plain English account of the research including key messages for policy-makers and the public from the work. It is important to demonstrate the relevance of the project to policy and/or legislation. Therefore each report should include a short section on the relevance of the findings of your project to policy questions and/or legislation. If needed, EPA technical officers may provide assistance in drafting of this summary. All reports should also include an **Executive Summary** (maximum **700 words**).

The reports will be peer-reviewed and should be revised by the project team in order to address any comments. In case of disagreement, justification should be provided to the EPA explaining why changes recommended were not carried out. Finalised reports should be submitted to the EPA within 4 weeks of receiving the comments. The EPA will sign-off on the report(s), once satisfied with the contents.

If suitable for publication, the **STRIVE Report** (< 75 pages) will be sent for proofing, formatting & publishing² by the EPA. The authors are responsible for the proofing & formatting of the **End of Project Report**. All reports (when possible) will be made available on the EPA website once released (www.epa.ie).

Guidelines on style and layout, available on the EPA website, should be followed. Report(s) should be submitted as **MSWord document(s)**.

When submitting a **STRIVE Report** to the EPA for publication, please also submit a separate E-copy of pictures / maps inserted into the text, as individual .jpeg, .tiff, .csv files to ensure good quality printing.

Where relevant, authors should ensure that they have sought proper authorisation to reproduce material from another source in the research report. When required, **licence/copyright numbers** should be clearly indicated in the Acknowledgment Section.

For further information, please contact the STRIVE Section in Dublin (research@epa.ie)

¹ online or printed publication

² online or printed publication