**Guidelines of the Project Exclusive Summary**

**for the Annual Project Review 2018**

**(Project BA1xxxx)**

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**Abstract** This article serves as the template of the Project Exclusive Summary (**up to two pages**) for reports submitted to the Annual Project Review 2018 in conjunction with BAJC Conference 2018 - the 6th Annual Conference of the Baosteel-Australia Joint Research and Development Centre (BAJC). The summary should highlight the progress and key achievements of the associated BAJC projects and will be sent for review through the Technical Advisory Pannel (TAP). The summary needs to be presented by lead CI or her/his representative at the conference and will be published in the Book of Abstracts in black and white. Please use this template when preparing your abstract. This will ensure a uniform format in the publication.

The Summary should include a header as shown in this example, Title, <single 11pt line space>, Project reference (e.g. BA12001), <single line space>, Authors, <single line space>, Affiliations, <single line space>, the E-mail address of Project leader’s Author, <double line space>, Abstract - including if applicable, and main body in the format as follows.

The required font size is 12pts for the report title, 9pts for Table (if applied) contents, and 11pts elsewhere. Use a Times New Roman font with single spacing between lines. The main text should be justified on both sides. Use a blank line between paragraphs and two blank lines between Abstract and Introduction. Do not use footnotes.

**1. Project Description**

Briefly summarise the Milestones defined in the Project Scope, the targets proposed the project proposal, initial and targeted technology readiness level (TRL), and any adjusted research plan if applicable.

**2. Main Research Activities**

Summarise the main research activities since the project was set up, including the interaction with Baosteel and associated parties.

**3. Key Progress and Outcomes**

Summarise the progress against the milestones in the Project Scope in the past year and highlight the key outcomes such as patent, know-how, publication, technical transfer, value-added research findings, prototype product, etc.)

Comment on how the project outcomes may impact on the particular research field and Baosteel’s strategic development and business activities.

Evaluate the technology readiness level (TRL) achieved through the project and prospect of the possible application of the technology resulted from the research project.

**4. Funding Use and Financial Status**

Provide brief summary of the funding use and financial status to date.

**5. Conclusions and Further Research Plan**

Conclude with a few dot points, and summarise the further research plan if the project has been extended or will be on-going in 2018.