



Guidance and resources

Type 1 Technical Reporting: Annual Initiative-level report on progress towards End of Initiative outcomes

Table of contents

Table of contents	2
1. Introduction	2
2. Background	3
3. General points	3
4. Report overview	5
5. Guidance and resources for sections of the Type 1 Technical Report template	6
Section 0: Cover page	6
Section 1: Fact sheet	6
Section 2: Initiative progress on science and towards End of Initiative outcomes	7
Section 3: Work Package-specific progress	8
Section 4: Initiative key results	9
Section 5: Impact Pathway integration – External partners	39
Section 6: Impact Pathway integration – CGIAR Portfolio linkages	41
Section 7: Adaptive management	42
Section 8: Key Result Story	45
6. Clearance and submission	52
7. Post-submission processes	52
8. Quality assurance process	53
9. Resources for the PRMS Reporting Tool	55
Annex 1: Available support to Initiatives	56
Annex 2: Reporting timeline	57
Annex 3: Key milestones for Initiatives	57
Annex 4: Style guide	57
Annex 5: Structure, outline and length of Type 1 Technical Reports	58
Annex 6: Non-priority and priority data fields for quality assurance	58
Annex 7: Title and description guidance	62
Annex 8: Decision tree for evidence – Type 1 Technical Reports	66

1. Introduction

This document provides guidance on completing the [Type 1 Technical Report template](#). It provides information on the narrative components of the template, and the [Performance and Results System \(PRMS\) Reporting Tool](#).

This document complements the resources and information that can be found on the [Performance and Results \(P&R\) Knowledge Hub](#), and instructions and notes provided within the template.

A deep dive covering Initiative technical reporting was held on 15 September 2022.

- [Meeting recording](#)
- [Meeting slides](#)

A list of questions and answers (Q&A) that arose as part of the deep dives on technical reporting between September and November 2022 can be found [here](#).

Key terms used in relation to CGIAR reporting can be found in the [MELIA Glossary](#).

If you have any questions related to the Type 1 Technical Report template, the PRMS Reporting Tool, or this document, please contact performanceandresults@cgiar.org.

2. Background

The Type 1 Technical Report template has been developed in alignment with the Strategic Impact, Monitoring and Evaluation Committee (SIMEC)-endorsed [CGIAR Technical Reporting Arrangement](#) which describes the content, timing, format, standards and scope of technical reporting applicable to all CGIAR Initiatives. The technical report is designed to provide assurance on annual, Initiative-level progress towards End of Initiative outcomes (EOIOs).

For information on Type 1, 2 and 3 reporting, report sequencing and adaptive management, refer to the Technical Reporting Arrangement linked above.

3. General points

- Ensure that you have used the latest version of the [Type 1 Technical Report template](#).
- The overall report should be short, sharp and targeted. Word limits should be respected with the usual small variance allowed. Reports should aim to be up to 13 pages long. Please see Annex 5: Structure, outline and length of Type 1 Technical Reports.
- In the narrative section of the Type 1 Report Template, all hyperlinks must be accessible to those within, and external to CGIAR.
- For the following sections of the Type 1 Technical Report, Initiatives will be provided with information and diagrams extracted from data they entered into the PRMS Reporting Tool by **25 January 2023**:

- **Section 1:** Fact sheet – key information about the Initiative (Initiative name, Action Area, Geographic scope, Budget, Start–end dates, Lead and Deputy, Challenge statement, Measurable three-year [End of Initiative] outcomes, OECD climate change and gender scores).
 - **Section 2:** Initiative progress on science and towards End of Initiative outcomes – Initiatives will be provided with a (simplified) Initiative-level TOC diagram, sourced from the Initiative Theory of Change entered in the OST/TOC Board.
 - **Section 3:** WP-specific progress – Initiatives will be provided with (simplified) WP-level TOC diagrams, sourced from the Theory of Change entered in the OST/TOC Board.
 - **Section 4:** Key results – Initiatives will be provided with a quality assured, Initiative-specific dashboard extract.
 - **Section 5:** Impact pathway integration – external partners – Initiatives will be provided with a partner network graph.
 - **Section 6:** Impact pathway integration – CGIAR portfolio linkages – Initiatives will be provided with a portfolio linkages graph. **No longer necessary as of 17 March 2023.**
 - **Section 8:** Key result story – Initiatives will be provided with Information for three sections generated through the PRMS Reporting Tool for inclusion: 1) links to Impact Areas, 2) geographic scope, and 3) contributors.
- Information entered into the PRMS Reporting Tool will be quality assessed (see section 8 in this document), and will then be provided to Initiatives for inclusion into the technical report by **20 February 2023**. This information can also inform the reflect processes of Initiatives, and the adaptive management section of the Type 1 Technical Report.
 - A list of annexes (max. one page) with hyperlinks can be included at the end of the report. Do not include the full text/content of annexes in the body of the report. The list should state the annex title, and then be hyperlinked to a document that contains the full text/content. The aim is to keep the report short, with any supporting and supplementary materials, such as annexes, available through hyperlinks. Hyperlinks should be accessible to those within, and external to CGIAR.
 - Reports should be written with the target audience of System Council members and those they represent in mind. Reports should be understandable to an informed but general audience who may not have expertise in the science related to the Initiative.
 - Initiatives should submit reports of a standard that is ready for review by the EMD. Reports should be edited to a high standard, be easy to read, and polished. Refer to the style guide (see Annex 4) for details on style and formatting.
 - Reports do not need to be designed and formatted professionally – PPU will be engaging graphic designers to format the Type 1 Technical Reports.

- PPU will do a very brief and light editorial review (e.g., spell check, consistent use of units of measurement, punctuation, etc.). This will not include any structural or content revisions, nor any suggestions to Initiatives for revisions.

4. Report overview

Type 1 Technical Report template content

#	Report section	Section detail
0	Cover page	Relevant branding
1	Fact sheet	Provides overarching Initiative details (Initiative name, Action Area, Geographic scope, Budget, start – end dates, Lead and Deputy), Challenge statement, Measurable three-year (End of Initiative) outcomes, OECD climate change and gender scores.
2	Initiative progress on science and towards End of Initiative outcomes	Summarizes Initiative progress on science and against its Theory of Change towards End of Initiative outcomes (EOIOs) over the past 12 months. Derived from Work Package (WP) progress.
3	WP-specific progress	Summarizes WP progress against WP-TOC including assumptions, and research questions. Provides summary WP progress rating.
4	Key results	Describes key results achieved in the past year (science outputs, policy influence, innovation development and scaling, capacity development, aligned to standard CGIAR Results Framework result and indicator categories where possible). Sex-disaggregated where relevant.
5	Impact pathway integration – external partners	Based on partners (incl. typology) integrated in results delivery, summarizes Initiative partnership progress against TOC & End of Initiative outcomes.
6	Impact pathway integration – CGIAR portfolio linkages	Based on linkages with other Initiatives and non-pooled projects, summarizes Initiative integration and coordination in CGIAR portfolio. This section is no longer necessary as of 17 March 2023.
7	Adaptive management	Summarizes challenges, failures, and opportunities seized that deviated from TOC and effected progress towards EOIOs. Includes relevant content from MELIA studies, including independent evaluations.
8	Key result story	Packages a key Initiative result into a story format using a common template and tool. Blends different data types and puts the result in the broader socio/economic/environmental context.

5. Guidance and resources for sections of the Type 1 Technical Report template

TYPE 1 TECHNICAL REPORT TEMPLATE

Section 0: Cover page

Guidance as presented in the Type 1 Technical Report template:

Relevant branding will be included on this page.

Section 1: Fact sheet

Guidance as presented in the Type 1 Technical Report template:

Maximum length: 1 page

Fields	Instructions
Initiative name	<p><i>This information will be sourced from the PRMS – there is no need for input.</i></p> <p><i>Only validation is required.</i></p>
Acronym	
Action Area	
Geographic scope	
Budget	
Start date	
End date	
Initiative Lead	
Initiative Deputy	
Measurable three-year (End of Initiative) outcomes	
OECD DAC Climate marker Adaptation score	
OECD DAC Climate marker Mitigation score	
OECD DAC Gender equity marker score	<p>This is under discussion - we intend to have it available for inclusion come reporting time. Same process as Climate marker scoring.</p>

Resources:

- OECD DAC Climate adaptation and mitigation scoring **process**:
 - Internally commissioned based on IFRM request
 - 1x External Assessor + 1x Internal assessor calibrated a subset of Initiative scoring
 - The External Assessor then completed initial scoring for all 31 Initiative Proposals
 - Action Area (Science Groups) Technical Teams validated the initial scoring
 - Where there was disagreement between the External Assessor and the AA TT, Director of Programs made the final call on scoring
 - More information on the scoring here: [IFRM narrative on Earmarking CGIAR contributions as Climate funding.docx](#)
- OECD DAC Climate adaptation and mitigation [scoring sheets](#).

Section 2: Initiative progress on science and towards End of Initiative outcomes

Guidance as presented in the Type 1 Technical Report template:

Maximum length: 2 pages (0.5 pages Initiative Theory of Change diagram + 1500 words narrative)

Note: The (simplified) Initiative-level TOC diagram will be provided from PRMS for inclusion, sourced from the Initiative Theory of Change entered in the OST/TOC Board.

Instructions:

- Use this section to provide a high-level overview of progress made by the Initiative over the past year.
- Based on the Initiative TOC and Work Package Progress (Section 3), summarize overall Initiative-level progress on science and progress towards End of Initiative outcomes (EOIOs) made over the past year.
- Funders are particularly interested in two aspects:
 - Progress on science
 - Progress towards End of Initiative outcomes (EOIOs)

Header: Overall summary of progress against TOC

Provide narrative on Initiative level progress against the Initiative-level TOC.

Header: Progress by End of Initiative outcome

End of Initiative Outcome 1	Progress narrative
End of Initiative Outcome 2	Progress narrative
End of Initiative Outcome 3	Progress narrative
Etc.	

Section 3: Work Package-specific progress

Guidance as presented in the Type 1 Technical Report template:

Maximum length: 1 page per Work Package (0.5 pages WP Theory of Change diagram + 250 words narrative)

Note: The (simplified) WP-level TOC diagram will be provided from PRMS for inclusion, sourced from the Initiative Theory of Change entered in the OST/TOC Board.

Instructions:

- Based on the WP TOC, provide a narrative summarizing WP progress made over the past year.
 - o Key Results reported over the past year.
 - o WP research questions.
 - o WP TOC assumptions (are they holding or not).
 - o Highlight gender achievements.
- Provide a summary WP progress rating for the year:

Traffic light	Progress rating	Criteria
Green	On track	<ul style="list-style-type: none"> - Annual progress largely aligns with Plan of Results and Budget and WP TOC - Can include small deviations/issues/delays/risks that do not jeopardize success of WP
Yellow	Delayed	<ul style="list-style-type: none"> - Annual progress slightly falls behind Plan of Results and Budget and WP TOC in key areas - Deviations/issues/delays/risks could jeopardize success of WP if not managed appropriately
Red	Off track	<ul style="list-style-type: none"> - Annual progress clearly falls behind Plan of Results and Budget and WP TOC in most/all areas - Deviations/issues/delays/risks do jeopardize success of WP

- Ensure that WP progress rating aligns with the narrative evidence of progress.

Header: Work Package progress against TOC

Provide narrative on Work Package progress against the Work Package-level TOC.

Header: Work Package progress rating

Select one rating and add rationale aligned with evidence.

Traffic light	Progress rating	Rationale
Green	On track	- Add text
Yellow	Delayed	- Add text
Red	Off track	- Add text

Section 4: Initiative key results

Guidance as presented in the Type 1 Technical Report template:

Note: The content for this section will be generated from the PRMS Reporting Tool, based on the results indicators that you report. A quality assured, Initiative-specific dashboard extract will be provided to you for inclusion here

Additional guidance:

This standard text should be added to the beginning of Section 4, before the presentation of any graphs or diagrams:

This section provides an overview of 2022 results reported by [Initiative name]. These results align with the CGIAR Results Framework and [Initiative name's] theory of change. Further information on these results is available through the [CGIAR Results Dashboard](#).

Reporting key results

Drawing on the [CGIAR Performance and Results Management Framework 2022-2030](#) and the [CGIAR 2030 Research and Innovation Strategy](#), reporting key results refers to reporting on results **indicators** at four levels:

1. Initiative output level
2. Initiative outcome level
3. Action Area outcome level
4. Impact level

These result levels are mapped to the spheres of control, influence and interest, as set out in the **theory of change**.

Useful terms used in the Type 1 Technical Report template, guidance and PRMS Reporting Tool

Result type

Impact, Action Area Outcome, Initiative Outcome, Initiative Output

Indicator

For example, number of people trained, number of updated policies, number of innovations profiled.

Indicator category

For example, knowledge product, capacity sharing for development, policy change, innovation use.

See further details below, and for a full list of key terms related to CGIAR reporting see the [MELIA Glossary](#).

What to report at the Initiative output level

1. Results for the following **indicators**:
 - a. Number of knowledge products, including peer-reviewed journal articles, published in the reporting year
 - b. Number of people trained
 - c. Number of innovations profiled
2. **Indicator categories** for reporting on these indicators are:
 - a. Knowledge product: an intellectual asset produced by CGIAR, as an output of research and development activities, typology as per the [CG Core](#) metadata schema.
 - i. Peer-reviewed paper (option to include MELIA study)
 - ii. Other (option to include MELIA study)
 - b. Capacity sharing for development: number of people trained by CGIAR, with the aim of leading to changes in knowledge and behavior.
 - c. Innovation development: a new, improved, or adapted output or groups of outputs such as technologies, products and services, policies, and other organizational and institutional arrangements with high potential to contribute to positive impacts when used at scale.
 - d. Other
3. For more details on how to report on Initiative output indicators, see the table below, 'Reporting at the Initiative output level'.

What to report at the Initiative outcome level

1. Results for the following **indicators**:
 - a. Number of new or significantly updated policies, strategies, legal instruments, programs, budgets, or investments informed by CGIAR research
 - b. Capacity change (indicator details to come)
 - c. Number of Innovation Packages
 - d. Number of genebank germplasm requests fulfilled

2. **Indicator categories** for reporting on these indicators are:
 - a. Policy change
 - b. Capacity change
 - c. Innovation use
 - d. Genetic material accessions
 - e. Other
3. For more details on how to report on Initiative outcome indicators, see the table below, 'Reporting at the Initiative outcome level'.
4. Note that the number of genebank germplasm requests fulfilled, and the corresponding indicator category – genetic material accessions – applies to genebanks. This information is entered into a specific platform separate from the PRMS Reporting Tool.

What to report at the Action Area outcome level

****Note that it is optional to report at the Action Area outcome level.***

1. Evidence for one (or a maximum of two) of the **Action Area outcome indicators**, linked to an [Action Area outcome](#), as set out in the **CGIAR Results Framework**. Each CGIAR Action Area – systems transformation; resilient agrifood systems; and genetic innovation – have a set of indicators linked to outcomes. In addition, there are indicators linked to shared systems transformation and resilient agrifood systems outcomes, and outcomes shared across all three Action Areas.
2. Outcomes at this level are expected to occur beyond the lifespan of an Initiative/project. These are longer term, higher-level, larger-scale outcomes than End of Initiative/project outcomes.
3. **Indicator categories** for reporting on an indicator can include:
 - a. Policy change: policies, strategies, legal instruments, programs, budgets, or investments at different scales (local to global) that have been modified in design or implementation, with evidence that the change was informed by CGIAR research.
 - b. Capacity change: changes in capacity of organizations resulting from CGIAR interventions.
 - c. Innovation use: the extent to which an innovation is being used, by which type of users and under which conditions.
 - d. Other
4. For more details on how to report on Action Area outcome indicators, see the table below, 'Reporting at the Action Area outcome level'.

What to report at the Impact level

****Note that it is optional to report at the Impact level.***

1. Evidence for one (or a maximum of two) of the **common impact indicators** linked to a [CGIAR collective global 2030 target](#), as set out in the **CGIAR Results Framework**. There are collective global 2030 targets for each CGIAR Impact Area – nutrition, food and health security; poverty reduction, livelihoods and health; gender equality, youth

and social inclusion; climate adaptation and mitigation; environmental health and biodiversity.

2. To report impact, there must be evidence of a durable change in the condition of people and their environment, brought about by a chain of events or change, to which research, innovations and related activities have contributed.
3. For more details on how to report on Initiative outcome indicators, see the table below, 'Reporting at the Impact level'.

If you have any questions about which level you should report a result, please contact performanceandresults@cgiar.org.

1. Reporting at the Initiative level

1.1 Reporting of indicator categories at **output** level

Parameter	Content	Guidance/Notes
All outputs		
Indicator category	<p>Select one:</p> <ul style="list-style-type: none"> a) Knowledge product b) Capacity sharing for development c) Innovation development d) Other 	<ul style="list-style-type: none"> • Definitions: <ul style="list-style-type: none"> a) Knowledge product: an intellectual asset produced by CGIAR, as an output of research and development activities, typology as per the CG Core metadata schema. b) Capacity sharing for development: number of people trained by CGIAR, with the aim of leading to changes in knowledge and behavior. c) Innovation development: a new, improved, or adapted output or groups of outputs such as technologies, products and services, policies, and other organizational and institutional arrangements with high potential to contribute to positive impacts when used at scale. • Mandatory field.
Title	<ul style="list-style-type: none"> • Text box to enter the title of the output indicator. 	<ul style="list-style-type: none"> • Provide a clear, informative name of the output, for a non-specialist reader and without acronyms (max. 30 words). • Avoid abbreviations or (technical) jargon. • For innovation development: <ul style="list-style-type: none"> ○ Innovation title should clearly explain "what it is", "what it does" and "for whom" ○ Varieties or breeds should be described by their generic traits or characteristics (e.g. Drought tolerant and aphid resistant groundnut cultivars). The specific number of new or improved

		<p>lines/ varieties can be specified under the innovation development section.</p> <ul style="list-style-type: none"> • Mandatory field.
Description	<ul style="list-style-type: none"> • Text box to enter the description of the output indicator. 	<ul style="list-style-type: none"> • Max. 150 words. • Ensure the description is understandable for a non-specialist reader. • Avoid acronyms and technical jargon • Avoid repetition of the title. • For innovation development: <ul style="list-style-type: none"> ○ Provide a more detailed description explains "what it is", "what it does" and "for whom" ○ Try to explain in clear language what kind of challenge this innovation addresses/ what kind of solution it offers ○ Varieties or breeds should be described by their generic traits or characteristics (e.g. Drought tolerant and aphid resistant groundnut cultivars). The specific number of new or improved lines/ varieties can be specified under the innovation development section. • Mandatory field for all output types, except knowledge products.
Theory of Change match	<p>Are you able to match your reported result to a planned result in your Theory of Change?</p> <ul style="list-style-type: none"> • Yes (select from drop-down menu of planned results in your Theory of Change) • No <ul style="list-style-type: none"> ○ Which End of Initiative outcome does this result link to most closely? (Select from drop-down menu) 	<ul style="list-style-type: none"> • Mandatory field.

<p>Geographic location</p>	<p>What is the main geographic focus of the output? <i>This should reflect where the output has taken place/contributed to benefit.</i></p> <ul style="list-style-type: none"> • Global • Regional • National • This is yet to be determined <p>For global: Are there any regions that you wish to specify for this output? Yes No</p> <p>Are there any countries that you wish to specify for this output? Yes No</p> <p>For regional: Select regions</p> <p>Are there any countries that you wish to specify for this output? Yes No</p> <p>For national: Select countries</p>	<ul style="list-style-type: none"> • For country, multiple countries can be selected, unless the selection adds up to a specific region, or set of regions, or global, in which case, region or global should be selected. • For region, multiple regions can be selected, unless the selection adds up to every region, in which case global should be selected. • For capacity sharing for development outputs, no geographic selection should be made if the output relates to completely virtual training. For blended virtual and in-person training, select the geographic location where most of the in-person training took place. • For knowledge products, use geographic scope, pulled from CGSpace, to indicate where the research was conducted or the subject of the paper. • For innovation development, select the most appropriate geographic location where the innovation is <u>currently or expected</u> to contribute to outcomes and impact?
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Contributing Centers	<p>Contributing Centers</p> <ul style="list-style-type: none"> • Lead Center • Supporting Center 	<ul style="list-style-type: none"> • Multiple supporting Centers can be selected. • Mandatory field.
Partners	<p>Partner organizations you collaborated with to generate this result or who contributed to this result.</p> <ul style="list-style-type: none"> • Not applicable • Partners (select from a dropdown list of CLARISA organizations) <p>Initiatives or non-pooled projects that you collaborated with to generate this result or who contributed to this result.</p> <ul style="list-style-type: none"> • Not applicable • Initiatives (select from a dropdown list of Initiatives) • Funder name (select from a dropdown list), Lead/Contract Center (select from a dropdown list) and text boxes to enter grant details. 	<p>Partners:</p> <ul style="list-style-type: none"> • If a partner is not listed in the dropdown list, a link is provided so that you can request for it to be added. • Users will not be requested to manually add partners for knowledge products that are coming from CGSpace. • Multiple selections are possible. <p>Initiatives and non-pooled projects:</p> <ul style="list-style-type: none"> • Multiple selections are possible. • Contribution to a reported result: Include those partners [OR Initiatives/non-pooled projects/Impact Area Platforms] that made a significant contribution to the achievement of the result. This could take many forms and the threshold for inclusion is that the result would not have been achieved or reported in its current form without their support.
Links to results	<p>Did another result type contribute to this result?: A search bar is provided to search and select existing results.</p> <p>Results from previous portfolio: Text box to enter URL.</p>	<ul style="list-style-type: none"> • This field allows for previously reported results to be identified as the parent of the reported result (child). For 2022, this will necessarily be CRP/Platform results (legacy) but for future years it will also include Initiative- and non-pooled-reported results. • If an innovation development result can be linked to a result that has been previously reported under CGIAR Research Programs (CRPs) and/or projects, and has been documented in the CGIAR Innovation Dashboard, a link to this result should be provided in the section 'Results from previous portfolio'. <ul style="list-style-type: none"> ○ Step-by-step guidance on how to browse the CGIAR Innovation Dashboard can be found here.

<p>Impact Area tagging</p>	<p>Gender tag:</p> <ul style="list-style-type: none"> • 0 • 1 • 2 <p>Climate tag:</p> <ul style="list-style-type: none"> • 0 • 1 • 2 	<ul style="list-style-type: none"> • There are three main climate indicators at systems level: <ul style="list-style-type: none"> ○ Turn agriculture and forest systems into a net sink for carbon by 2050 (climate mitigation target) ○ Equip 500 million small-scale producers to be more resilient by 2030 (climate adaptation target) ○ Support countries in implementing NAPs and NDCs, and increased ambition in climate actions by 2030 (climate policy target) • Climate scores should be determined based on the following: <ul style="list-style-type: none"> ○ 0 = Not targeted: The activity does not target the climate mitigation, adaptation and climate policy objectives of CGIAR as put forward in its strategy. ○ 1 = Significant: The activity contributes in a significant way to any of the three CGIAR climate-related strategy objectives – namely, climate mitigation, climate adaptation and climate policy, even though it is not the principal focus of the activity. ○ 2 = Principal: The activity is principally about meeting any of the three CGIAR climate-related strategy objectives – namely, climate mitigation, climate adaptation and climate policy, and would not have been undertaken without this objective. <p>For gender:</p> <ul style="list-style-type: none"> ○ 0 = Not targeted: The activity has been screened against the marker but has not been found to target gender equality. ○ 1 = Significant: Gender equality is an important and deliberate objective, but not the principal reason for undertaking the activity. ○ 2 = Principal: Gender equality is the main objective of the activity and is fundamental in its design and expected results. The activity would not have been undertaken without this gender equality objective.
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		<ul style="list-style-type: none"> • When a tag of 2 is selected, evidence/explanation must be provided. • Evidence should clearly demonstrate that gender equality or climate are the main objective of the result and were fundamental in the design of the activity. • Evidence should preferably refer to specific gender/climate performance indicators and analysis. Evidence where results are only disaggregated by gender is not sufficient. • Evidence is not required for tags 0 or 1. • Also see: Handbook on the OECD-DAC gender equality policy marker, DAC gender equality policy marker and OECD DAC Rio Markers for Climate: Handbook. • Mandatory field.
Evidence	<ul style="list-style-type: none"> • Text box to enter evidence URL. • Gender-related evidence (select if applicable). • Climate-related evidence (select if applicable). • Text box to enter description. 	<ul style="list-style-type: none"> • Submit a maximum of 3 pieces of evidence. • List evidence from most to least important. • Files cannot be uploaded; only links can be provided. This helps quality control and handling legal issues for files we don't have the consent to retain on a system even if for internal purposes. • CGSpace links are mandatory <u>only</u> for knowledge products. Other evidence links are allowed for other types of indicators. When not using CGSpace links, it is recommended that users provide links to another official CGIAR repository. • If a blog, video recording of PowerPoint, etc. is being reported as a knowledge product then it must be entered in CGSpace to allow the PRMS Reporting Tool to retrieve it. If it is being used as evidence for another indicator, other links can be used. When not using CGSpace links, it is recommended that users provide links to another official CGIAR repository. • From 2023 onwards, CGSpace will be used as the single repository for CGIAR data assets.

		<ul style="list-style-type: none"> • If a gender or climate tag of 2 has been selected, at least one piece of evidence must be selected as being gender- or climate-related (see additional points above in ‘Impact Area tagging’). • In the description text box, provide details of where evidence can be found within the source link (e.g., page number, slide number, table number). • Only provide one piece of evidence for each knowledge product. • Capacity sharing for development does not currently require evidence submission of quality assurance due to the time/resource burden and potential unresolved GDPR issues. • By submitting a capacity sharing for development results it is understood that you have evidence to support the result submission, and that should a sub-sample be required this evidence could be made available. • Evidence should point to CGIAR contribution and, when applicable, be appropriate for any selected scores/levels. • Innovation readiness level evidence <ul style="list-style-type: none"> ○ Provide evidence/documentation in support of the current innovation readiness level. ○ No evidence is required for the idea stage. ○ Documentation may include idea-notes, concept-notes, technical reports, pilot testing reports, experimental data papers, newsletters, etc. Documentation may also be project reports, scientific publications, book chapters, or communication materials that provide evidence of the current development/maturity stage of the innovation. ○ Examples of evidence documentation for different CGIAR innovations and readiness levels can be found here. • For an overview see Annex 8: Decision tree for evidence – Type 1 Technical Reports.
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Supplementary information

- Text box to enter URL.
- Supplementary information submitted here is not quality assessed.
- A maximum of 2 pieces of information can be submitted.
- For innovation development, the following information should be submitted in this section:
 - **Innovation visuals**
 - Provide key images, photos or pictures that best represent or describe the innovation.
 - Provide only high-resolution images, photos or pictures that clearly visualize the innovation (e.g., how it provides a specific solution to a problem, its use in practice, etc.).
 - These images may be used in a published innovation profile PDF; therefore, consent to use the images is needed
 - You may provide an URL to a folder where multiple photos or other visuals are provided
 - **Innovation reference materials**
 - Provide reference material(s) that describe the innovation.
 - Reference materials may include (science) publications, websites, newsletters, reports, newspaper articles, videos, etc.
 - **Innovation partner logos**
 - Provide the logos of non-CGIAR partners that are currently involved in developing, testing and/or

		<p>scaling the innovation, and that you would like to include in the Innovation Profile document.</p> <ul style="list-style-type: none"> ▪ Provide access to high-resolution logos of partners. ▪ Uploaded partner logos will feature in the Innovation Profile document. ▪ You may provide an URL to a folder where multiple partner logos are provided ▪ These logos may be used in a published innovation profile PDF; therefore, consent to use the logos is needed.
Knowledge product		
Source	<ul style="list-style-type: none"> • Text box to enter CGSpace URL. 	<ul style="list-style-type: none"> • Enter the CGSpace link to the source. • Mandatory field. • Relevant information is made available automatically using the source link: <ul style="list-style-type: none"> ○ Issue date ○ authors ○ Product type ○ Whether it is peer-reviewed ○ Whether it is open access ○ Whether it is a Web of Science (WoS) Core Collection (former ISI) journal article ○ DOI ○ License ○ Keywords ○ AGROVOC keywords

		<ul style="list-style-type: none"> ○ Commodity ○ Investors/Sponsors ○ Altmetric Attention Score ○ Reference to other knowledge products ○ FAIR score ● The 'Description' field is optional. ● For guidance on predatory journals and publishing see: Guidelines for dealing with predatory publishers/publishing: A working document.
	<p>Is this knowledge product a MELIA product?</p> <ul style="list-style-type: none"> ● Yes <ul style="list-style-type: none"> ○ Was this MELIA product previously submitted in the online submission tool (OST)? <ul style="list-style-type: none"> ▪ Yes (select from dropdown list) ▪ No ● No 	
Capacity sharing for development		
Number of people trained	<ul style="list-style-type: none"> ● Text box to enter the number of males trained. ● Text box to enter the number of females trained. 	<ul style="list-style-type: none"> ● Enter the number of males and females trained. ● When the gender balance is not known, or impossible to discern (as may be the case for online training sessions/programs), a gender balance of 50-50 is to be assumed. ● Capacity sharing for development does not currently require evidence to be submitted for quality assurance due to the time/resource burden and potential unresolved General Data Protection Regulation (GDPR) issues. ● However, if a gender or climate tag of 2 is selected (see Impact Area tagging above), gender- or climate-related evidence must be submitted.

		<ul style="list-style-type: none"> By submitting a capacity sharing for development result it is understood that an Initiative has evidence to support the result submission, and that should a sub-sample be required this evidence could be made available. Mandatory field.
Length of training	Select either: <ul style="list-style-type: none"> Long-term <ul style="list-style-type: none"> PhD Masters Short-term 	<ul style="list-style-type: none"> Long-term training refers to training that goes for 3 or more months. For long-term training there is the option to select either PhD or Masters. Short-term training refers to training that goes for less than 3 months. Both long-term and short-term training programs must be completed before reporting (to avoid reporting the same trainee multiple times across years).
Delivery method	Select one: <ul style="list-style-type: none"> Virtual In-person Blended (in-person and virtual) 	<ul style="list-style-type: none"> Ensure that your selection for geographic location matches the selection for delivery method. <ul style="list-style-type: none"> For virtual/online, no geographic selection should be made. For in-person, a geographic selection should be made. For blended, and geographic selection should be made based on where the majority of in-person training took place.
	Were the trainees attending on behalf of an organization? <ul style="list-style-type: none"> Not applicable Yes (select from a dropdown list of CLARISA organizations) 	<ul style="list-style-type: none"> If an organization is not listed in the dropdown list, a link is provided so that you can request for it to be added. Mandatory field.
Innovation development		
Innovation short title	<ul style="list-style-type: none"> Text box to enter the short title. 	<ul style="list-style-type: none"> Max. 10 words. Innovations are new, improved, or adapted technologies or products, capacity development tools and services, and policies or institutional

		<p>arrangements with high potential to contribute to positive impacts when used at scale.</p> <ul style="list-style-type: none"> • Innovations may be at early stages of readiness (ideation or basic research) or at more mature stages of readiness (delivery and scaling). • Enter a short title that facilitates clear communication about the innovation. • Avoid abbreviations or (technical) jargon. • Varieties or breeds should be described by their generic traits or characteristics (e.g. Drought tolerant and aphid resistant groundnut cultivars). • You do not need to specify the number of new or improved lines/varieties – this can be specified under Innovation Typology. • If not essential, avoid making reference to specific countries or regions (this is captured through geotagging) • Avoid the use of CGIAR Center, Initiative or organization names in the short title • Mandatory field.
Innovation nature	<p>What would be the best way to characterize the nature of this innovation? (Select one)</p> <ul style="list-style-type: none"> • Incremental innovation - innovations that already exist and undergo constant, steady progress and improvement. • Radical innovation - innovations that are new and replace existing products, systems, services and/or policies but do not cause or require major reconfiguration of farming, market and/or policy/ business models. • Disruptive innovation - innovations that are new and cause or require major reconfiguration of farming, market and/or policy/ business models. 	<ul style="list-style-type: none"> • Choose 'other' if you feel the innovation does not fit well with the proposed answers or if you are not sure which answer to select. • Mandatory field.

	<ul style="list-style-type: none"> Other/I'm not sure/This characterization does not work for my innovation. 	
Innovation typology	<p>Which of the below typologies best fits the nature of the innovation? (Select one)</p> <ul style="list-style-type: none"> Technological innovation - innovations of technical/ material nature, including varieties/ breeds; crop and livestock management practices; machines; processing technologies; big data and information systems. Genetic innovation - Are you profiling a new or improved variety or breed? <ul style="list-style-type: none"> Yes <ul style="list-style-type: none"> If yes, please indicate the number of individual new or improved lines/varieties. (Text box to add number) No Capacity development innovation - innovations that strengthen capacity, including farmer, extension or investor decision-support services; accelerator/ incubator programs; manuals, training programs and curricula; online courses. Policy, organizational or institutional innovation – innovations that create enabling conditions, including policy, legal and regulatory frameworks; business models; finance mechanisms; partnership models; public/private delivery strategies. Other/I'm not sure/This typology does not work for my innovation. 	<ul style="list-style-type: none"> Choose 'other' if you feel the Innovation does not fit well with the proposed categories. Mandatory field. Specifying the number of individual new or improved lines/varieties is NOT mandatory

Innovation developer	<ul style="list-style-type: none"> Text box to enter the following information: <ul style="list-style-type: none"> First name Surname Email address Organizational affiliation(s) 	<ul style="list-style-type: none"> Provide the full name(s), email address and organizational affiliation(s) of the innovation developer/contact person. The innovation developer/contact person will be the first author of the Innovation Profile document. The innovation developer/contact person will be the primary contact for the innovation.
Innovation collaborators	<ul style="list-style-type: none"> Text box to enter the following information: <ul style="list-style-type: none"> First name Surname Email address Organizational affiliation(s) (select from dropdown CLARISA list) 	<ul style="list-style-type: none"> Provide the full name(s) and organizational affiliation(s) of other CGIAR and/or partner colleagues that contributed to this innovation. Key contributors will feature as co-authors in the Innovation Profile document in the same order as provided in this section.
Innovation acknowledgement	<p>Are there any specific investors or donors – other than the CGIAR Fund Donors – who provide core/pooled funding – that you wish to acknowledge for their critical contribution to the continued development, testing, and scaling of this innovation?</p> <ul style="list-style-type: none"> Text box to enter information. 	<ul style="list-style-type: none"> Please separate donor/investor names by a semicolon. Donors/investors will be included in the acknowledgment section in the Innovation Profile document.
Innovation readiness level	<p>How would you assess the current readiness level of this innovation? (Select one)</p> <ul style="list-style-type: none"> Level 9 - The innovation is <u>validated</u> for its ability to achieve a specific impact under <u>uncontrolled conditions</u>. Level 8 - The innovation is <u>being tested</u> for its ability to achieve a specific impact under <u>uncontrolled conditions</u>. 	<ul style="list-style-type: none"> In case the innovation readiness level differs across countries or regions, we advise to assign the highest current innovation readiness level that can be supported by the evidence provided. Be realistic in assessing the readiness level of the innovation and keep in mind that the claimed readiness level needs to be supported by evidence documentation. The innovation readiness level will be quality assessed. No evidence is required for the idea stage. More information on the readiness levels of innovations can be found here.

	<ul style="list-style-type: none"> Level 7 - The innovation is <u>validated</u> for its ability to achieve a specific impact under <u>semi-controlled conditions</u>. Level 6 - The innovation is <u>being tested</u> for its ability to achieve a specific impact under <u>semi-controlled conditions</u>. Level 5 - The innovation is <u>validated</u> for its ability to achieve a specific impact under <u>fully controlled conditions</u>. Level 4 - The innovation is <u>being tested</u> for its ability to achieve a specific impact under <u>fully controlled conditions</u>. Level 3 - The innovation's key concepts <u>have been validated</u> for their ability to achieve a specific impact. Level 2 - The innovation's key concepts <u>are being formulated or designed</u>. Level 1 - The innovation's basic principles <u>are being researched</u> for their ability to achieve a specific impact. Level 0 - The innovation is at <u>idea stage</u>. 	<ul style="list-style-type: none"> Mandatory field.
Innovation readiness level justification	<p>Please provide a brief explanation that explains how the provided evidence justifies the chosen innovation readiness level.</p> <ul style="list-style-type: none"> Text box to enter an explanation. 	<ul style="list-style-type: none"> Provide a brief explanation that explains how the provided evidence/documentation justifies the innovation readiness level (max. 50 words). Example: We chose readiness level 6 (semi-controlled testing) for the genetically improved farm tilapia (GIFT) because it is currently being tested under semi-controlled conditions in the multiplication center and hatchery in the selected countries as shown in the provided evidence. Mandatory field.

Innovation profile PDF	<p>Would you like this innovation to be published as a CGIAR IPSR Innovation Profile PDF?</p> <ul style="list-style-type: none"> • Yes • No, not necessary at this stage 	<ul style="list-style-type: none"> • Examples of IPSR Innovation Profiles can be found here.
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1.2 Reporting of indicator categories at **outcome** level

Parameter	Content	Guidance/Notes
All outcomes		
Indicator category	<p>Select one:</p> <ul style="list-style-type: none"> a) Policy change b) Capacity change c) Innovation use d) Other 	<ul style="list-style-type: none"> • Definitions <ul style="list-style-type: none"> a) Policy change: policies, strategies, legal instruments, programs, budgets, or investments at different scales (local to global) that have been modified in design or implementation, with evidence that the change was informed by CGIAR research. b) Capacity change: changes in capacity of organizations resulting from CGIAR interventions. c) Innovation use: the extent to which an innovation is being used, by which type of users and under which conditions. • Knowledge product use is also considered an outcome, but details of this – based on Altmetric Attention Scores – is derived automatically from output-level reporting on knowledge products. There is therefore no need to report on this at the outcome level. • Mandatory field.
Title	<ul style="list-style-type: none"> • Text box to enter the title of the outcome indicator. 	<ul style="list-style-type: none"> • Provide a clear, informative name of the output, for a non-specialist reader and without acronyms (max. 30 words). • Mandatory field.

Description	<ul style="list-style-type: none"> Text box to enter the description of the outcome indicator. 	<ul style="list-style-type: none"> Max. 150 words. Ensure the description is understandable for a non-specialist reader. Avoid acronyms. Avoid repetition of the title. Mandatory field.
Theory of Change match	<p>Are you able to match your reported result to a planned result in your Theory of Change?</p> <ul style="list-style-type: none"> Yes (select from drop-down menu of planned results in your Theory of Change) No <ul style="list-style-type: none"> Which End of Initiative outcome does this result link to most closely? (Select from drop-down menu) 	<ul style="list-style-type: none"> Mandatory field.
Geographic location	<p>What is the main geographic focus of the output? <i>This should reflect where the output has taken place/contributed to benefit.</i></p> <ul style="list-style-type: none"> Global Regional National This is yet to be determined <p>For global: Are there any regions that you wish to specify for this output? Yes No</p> <p>Are there any countries that you wish to specify for this output? Yes</p>	<ul style="list-style-type: none"> For country, multiple countries can be selected, unless the selection adds up to a specific region, or set of regions, or global, in which case, region or global should be selected. For region, multiple regions can be selected, unless the selection adds up to every region, in which case global should be selected.

	<p>No</p> <p>For regional: Select regions</p> <p>Are there any countries that you wish to specify for this output? Yes No</p> <p>For national: Select countries</p>	
Contributing Centers	<p>Contributing Centers</p> <ul style="list-style-type: none"> • Lead Center • Supporting Center 	<ul style="list-style-type: none"> • Multiple supporting Centers can be selected. • Mandatory field.
Subject of outcome (Actor)	<ul style="list-style-type: none"> • Which specific actor or actor type is the subject of this outcome? <ul style="list-style-type: none"> • Select actor from a dropdown CLARISA list OR • Select actor type from a dropdown CLARISA list. 	<ul style="list-style-type: none"> • Definition of an actor: an actor is an individual, organization or network operating with or beyond the system the Initiative or intervention aims to influence and whose actions can advance or impede the Initiative's aims. • If an actor is not listed in the dropdown list, a link is provided so that you can request for it to be added. • Mandatory field.
Partners	<p>Partner organizations you collaborated with to generate this result or who contributed to this result.</p> <ul style="list-style-type: none"> • Not applicable • Partners (select from a dropdown list of CLARISA organizations) 	<p>Partners:</p> <ul style="list-style-type: none"> • If a partner is not listed in the dropdown list, a link is provided so that you can request for it to be added. • Multiple selections are possible. <p>Initiatives and non-pooled projects:</p> <ul style="list-style-type: none"> • Multiple selections are possible.

	<p>Initiatives or non-pooled projects that you collaborated with to generate this result or who contributed to this result.</p> <ul style="list-style-type: none"> • Not applicable • Initiatives (select from a dropdown list of Initiatives) • Funder name (select from a dropdown list), Lead/Contract Center (select from a dropdown list) and text boxes to enter grant details. 	<ul style="list-style-type: none"> • Contribution to a reported result: Include those partners [OR Initiatives/non-pooled projects/Impact Area Platforms] that made a significant contribution to the achievement of the result. This could take many forms and the threshold for inclusion is that the result would not have been achieved or reported in its current form without their support.
Links to results	<p>Did another result type contribute to this result?: A search bar is provided to search and select existing results.</p> <p>Results from previous portfolio: Text box to enter URL.</p>	<ul style="list-style-type: none"> • This field allows for previously reported results to be identified as the parent of the reported result (child). For 2022, this will necessarily be CRP/Platform results (legacy) but for future years it will also include Initiative- and non-pooled-reported results.
Impact Area tagging	<ul style="list-style-type: none"> • Gender tag: <ul style="list-style-type: none"> ○ 0 ○ 1 ○ 2 • Climate tag: <ul style="list-style-type: none"> ○ 0 ○ 1 ○ 2 	<ul style="list-style-type: none"> • There are three main climate indicators at systems level: <ul style="list-style-type: none"> ○ Turn agriculture and forest systems into a net sink for carbon by 2050 (climate mitigation target) ○ Equip 500 million small-scale producers to be more resilient by 2030 (climate adaptation target) ○ Support countries in implementing NAPs and NDCs, and increased ambition in climate actions by 2030 (climate policy target) • Climate scores should be determined based on the following: <ul style="list-style-type: none"> ○ 0 = Not targeted: The activity does not target the climate mitigation, adaptation and climate policy objectives of CGIAR as put forward in its strategy. ○ 1 = Significant: The activity contributes in a significant way to any of the three CGIAR climate-related strategy objectives – namely, climate mitigation, climate adaptation and climate policy, even though it is not the principal focus of the activity.

		<ul style="list-style-type: none"> ○ 2 = Principal: The activity is principally about meeting any of the three CGIAR climate-related strategy objectives – namely, climate mitigation, climate adaptation and climate policy, and would not have been undertaken without this objective. <p>For gender:</p> <ul style="list-style-type: none"> ● 0 = not targeted The activity has been screened against the marker but has not been found to target gender equality. ● 1 = significant Gender equality is an important and deliberate objective, but not the principal reason for undertaking the activity. ● 2 = principal Gender equality is the main objective of the activity and is fundamental in its design and expected results. The activity would not have been undertaken without this gender equality objective. ● When a tag of 2 is selected, evidence/explanation must be provided. ● Evidence should clearly demonstrate that gender equality or climate are the main objective of the result and were fundamental in the design of the activity. ● Evidence should preferably refer to specific gender/climate performance indicators and analysis. Evidence where results are only disaggregated by gender is not sufficient. ● Evidence is not required for tags 0 or 1. ● Also see: Handbook on the OECD-DAC gender equality policy marker, DAC gender equality policy marker and OECD DAC Rio Markers for Climate: Handbook. ● Mandatory field.
Evidence	<ul style="list-style-type: none"> ● Text box to enter evidence link. ● Gender-related evidence (select if applicable). ● Climate-related evidence (select if applicable). ● Text box to enter description. 	<ul style="list-style-type: none"> ● Submit a maximum of 3 pieces of evidence. ● List evidence from most to least important. ● Files cannot be uploaded; only reference links to CG-authorized repositories should be entered. From 2023, CGSpace will be used. This helps quality control and handling legal issues for files we don't have the consent to retain on a system even if for internal purposes.

		<ul style="list-style-type: none"> • If a gender or climate tag of 2 has been selected, at least one piece of evidence must be selected as being gender- or climate-related (see additional points above in ‘Impact Area tagging’). • In the description text box, provide details of where evidence can be found within the source link (e.g., page number, slide number, table number). • For policy change, evidence is required to validate the specific claims made as to the relationship between CGIAR’s research and any reported policy outcome for all stages. In addition, for: <ul style="list-style-type: none"> ○ Stage 2. Policy enacted: Additional evidence that an outcome has taken place is required, e.g., a link to the published/enacted documents must be provided. ○ Stage 3. Evidence of impact of policy: A link to strong evidence of the impact of the policy on people or the environment must be provided. Where a Key Results Story template is completed to evidence a policy outcome, other links to evidence are not required. • For policy change evidence, note that evidence of the CGIAR contribution might be embedded in evidence provided to demonstrate the occurrence of an outcome or the impacts of the outcome. For example, the CGIAR contribution could be explicitly mentioned in a policy strategy or described well in an impact assessment study. • Examples of evidence for policy change: <ul style="list-style-type: none"> ○ CGIAR contribution to an outcome (stage 1): <ul style="list-style-type: none"> ▪ Citation of the CGIAR output used in the formulation of the outcome in the document used as evidence of an outcome. ▪ Acknowledgement of the CGIAR contribution in the document used as evidence of an outcome.
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		<ul style="list-style-type: none"> ▪ Third party evaluations of the policy outcome that describes the CGIAR contribution (collected or confirmed through interviews with policy makers). ▪ Documents that mention the CGIAR contribution to a policy contribution that (1) are co-authored by the organization with the policy outcome or (2) includes quotes from persons at the organization with the policy outcome. ▪ Media stories that announce the policy outcome and mention CGIAR contribution. ▪ Emails from persons at the organizations with the policy outcome acknowledging the CGIAR contribution. ○ Evidence that a policy outcome has taken place (for stage 2): <ul style="list-style-type: none"> ▪ A link to the new or revised policy outcome – a strategy, policy, law, regulations, program, investment. ▪ If the above is not available, then a digital copy that can be stored in a folder for review. ▪ A link to the policy making organizational website page announcing the new or revised policy outcome. ▪ A link to a media story announcing the new or revised policy. ○ Evidence of impact of a policy (for stage 3) <ul style="list-style-type: none"> ▪ Strong evidence, such as a peer-reviewed publication or external evaluation is required.
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		<ul style="list-style-type: none"> For innovation use, when usage numbers are reported (number of people, hectares etc.) evidence must be provided. For an overview see Annex 8: Decision tree for evidence – Type 1 Technical Reports.
Supplementary information	<ul style="list-style-type: none"> Text box to enter URL. 	<ul style="list-style-type: none"> Supplementary information submitted here is not quality assessed. A maximum of 2 pieces of information can be submitted.
Policy change		
Policy type	<p>Select one:</p> <ul style="list-style-type: none"> Policy or strategy Legal instrument Program, budget or investment 	<p>Definitions:</p> <ul style="list-style-type: none"> Policy or strategy. Policies or strategies include written decisions on, or commitments to, a particular course of action by an institution (policy); or a (government, NGO, private sector) high-level plan outlining how a particular course of action will be carried out (strategy). These documents show the intent of an organization or entity. Examples are country growth strategies, country agricultural policies, organization strategic plans or road maps. This could also be observed as information campaigns (e.g., for improved diets). These documents set the goalposts but then require other instruments for implementation. Legal instrument. Legal instruments include laws, which are defined as Bills passed into law by the highest elected body (a parliament, congress or equivalent); or regulations, which are defined as rules or norms adopted by a government. These laws and regulations dictate very specifically actions and behaviors that are to be followed or prohibited and often include language on implications of non-compliance. Program, budget or investment. These are implementing mechanisms that often follow from a strategy, policy or law. There is typically a well-defined set of actions outlined over a specific period of time and with a specific budgetary amount attached. National Agricultural Investment Plans is an example, the budget within a ministry is another,

		<p>investments from the private sector fit here, as well as programs launched by public, private and NGO sectors.</p> <ul style="list-style-type: none"> • Mandatory field.
Policy stage	<p>Select one:</p> <ul style="list-style-type: none"> • Stage 1: Research taken up by next user, policy change not yet enacted. • Stage 2: Policy enacted • Stage 3: Evidence of impact of policy 	<ul style="list-style-type: none"> • Evidence is required for all stages. For details on the evidence required, and evidence examples, see the 'Evidence' section for outcomes above. • Mandatory field.
Policy implementation	<p>Whose policy is this (who are the implementing organizations)?</p> <ul style="list-style-type: none"> • Select a minimum of 1 and a maximum of 3 organizations from a dropdown CLARISA list. 	<ul style="list-style-type: none"> • If an organization is not listed in the dropdown list, a link is provided so that you can request for it to be added. • Mandatory field.
Capacity change		
		<ul style="list-style-type: none"> • <i>Guidance on this indicator category is forthcoming. For 2022 reporting, it will contain the standard outcome fields only (no specific additional fields or additional evidence requirements beyond standard fields). More specific guidance will be provided following 2022 reporting.</i>
Innovation use (non-IPSR pathway)		
Innovation usage number	<p>Text boxes for the following information:</p> <ul style="list-style-type: none"> • Number of people <ul style="list-style-type: none"> ○ Number of women • Other quantitative measures of innovation use <ul style="list-style-type: none"> ○ Unit of measure ○ Quantity • Other 	<ul style="list-style-type: none"> • Innovation usage number evidence is required. • Mandatory field. • <i>In 2022 the IPSR pathway is being piloted. This module will be available to all CGIAR Initiatives in 2023.</i> • <i>More details on the innovation use IPSR pathway can be provided by contacting performanceandresults@cgiar.org.</i>

Genetic material accessions (Genebank only; note that this information is entered into a separate platform and not entered into the PRMS Reporting Tool)

**Genebank
germplasm
request**

- Center providing the breeding material (select from a dropdown list of Centers)
- Crop related to the breeding material (select from a dropdown list of crops)
- Internal or external distribution (select one)
 - If external:
 - Country of destination (select from a dropdown list of countries)
 - Use category (text box to enter type of user)
 - Number of samples distributed (text box to enter number)

2. Reporting at the Action Area outcome level

****Note that it is optional to report at the Action Area outcome level.***

All fields are the same as for 'Reporting of indicator categories at outcome level' above, with the addition of:

Parameter	Content	Guidance/Notes
Contribution to Action Area	<p>Action Area outcomes that are part of the initiative's theory of change are automatically displayed.</p> <ul style="list-style-type: none"> • Check boxes to select relevant outcomes. 	<ul style="list-style-type: none"> • If 'Action Area outcome' is selected as a reporting level, a minimum of one, and a maximum of two contributions to an Action Area outcome must be selected. • If Action Area outcomes cannot be generated from the Initiative's theory of change, a list of Action Area outcomes to which the Initiative belongs is displayed, with check boxes to select the relevant outcomes. • Information on the Action Area outcomes.

3. Reporting at the Impact level

****Note that it is optional to report at the Impact level.***

All fields are the same as for 'Reporting of indicator categories at outcome level' above, with the exception of 'Subject of outcome', which is not included at the impact level, and the addition of:

Parameter	Content	Guidance/Notes
Key result story	<p>Is this result featured as a key result story for this reporting year?</p> <ul style="list-style-type: none"> • Yes (add link to the Key result story) • No 	
Contribution to Impact Area	<p>Which CGIAR collective global 2030 target/s and indicator/s are mapped to this result?</p> <ul style="list-style-type: none"> • Dropdown list of CGIAR collective global 2030 targets for selection (multiple selections possible) • Dropdown list of CGIAR collective global 2030 target indicators related to the selected target/s for selection (multiple selections possible) 	<ul style="list-style-type: none"> • Information on the CGIAR collective global 2030 targets. • Select a minimum of one and a maximum of two CGIAR collective global 2030 targets.

Resources:

- PRMS Reporting Tool
 - [PRMS Reporting Tool](#) (guidance notes are found within the tool; also see section 9 in this document)
 - [Recorded session on PRMS Reporting Tool – training session 1](#)
 - [Slides for session on PRMS Reporting Tool – training session 1](#)
 - [Recorded session on PRMS Reporting Tool – training session 2](#)
- Reporting on outputs
 - [Recorded session on reporting on outputs](#)
 - [Slides for session on reporting on outputs](#)
 - [Output level Standard Indicator Description Sheet \(SIDS\)](#)
- Reporting on outcomes
 - [Recorded session on reporting on outcomes](#)
 - [Slides for session on reporting on outcomes](#)
 - [Outcome level SIDS](#)
- Joined-up MELIA
 - [Recorded session joined-up MELIA](#)
 - [Slides for session on joined-up MELIA](#)
- Quality assurance
 - [Recorded session on quality assurance](#)
 - [Slides for session on quality assurance](#)
 - The following resources are used by the Quality Assurance (QA) team to assess submitted results:
 - [IPSR quality assurance protocol](#)
 - QA Platform User Manual (link will be added once available)

Section 5: Impact Pathway integration – External partners

NOTE: As of 17 March 2023, the instructions for Section 5 have been updated to the following:

- If you are facing issues with the Polinode network graph, please use the guidance in this [deck](#).
 - Draw on results dashboard data directly to complete this section, using the original narrative guidance in the template. This should be straightforward and still allow you to describe the role of partners.
 - OR – If you feel comfortable using the Polinode graph or want to generate your own, please go ahead with those.
 - OR – If you're not comfortable with using the available graphs (Results Dashboard or Polinode graphs), please submit only the narrative of your partnerships for AA-Science Director reviews and let us know, so we can work individually with these Initiatives to identify the best visual representation to include in this section of the report.

Guidance as presented in the Type 1 Technical Report template:

Maximum length: 1 page (0.5 pages partner network graph + 300 words narrative)

Note: The Initiative's partner network graph will be provided from PRMS for inclusion. (See update above)

Instructions:

- Each result that you reported included a field asking which external (non-CGIAR) partners contributed to the reported result.
- That information has been aggregated for your Initiative and graphed.
- The external partner graph will be included in this section of the report, as well as some summary stats (e.g., % partner organization by type).
- Using the graph and summary stats as the basis, provide 0.5 pages of text covering
 - o The role partnerships are playing in contributing to overall TOC and progress towards End of Initiative outcomes.

Header: Partnerships and [Initiative name's] impact pathways

Increasingly we are asked how partners are selected and prioritized for delivery (output level - sphere of control) and why partners at outcome level are best placed to influence the actors that are expected to change practice. Provide a narrative describing the role partnerships are playing in contributing to overall TOC and progress towards End of Initiative outcomes. Highlight NARES involvement where possible.

Additional guidance:

- Acronyms should be written out in full the first time they are mentioned.
- The approved short names for Initiatives as per [CGIAR Initiatives Short Names August 2022.xlsx](#) should be used. The short name of the Initiative without "CGIAR Initiative on" can be used after the first use, and "the Initiative" or "this Initiative" can be used where it's obvious which one is being referred to.
- Note the updates as of 17 March 2023 above.

Resources:

Example of node chart and data stats that will be shared with Initiatives (*please note: examples showcase an Action Area, not an individual Initiative*)

Action Area
● Not Applicable
● Resilient Agrifood Systems



Top 25 Initiative Partners by Connections

No.	Partner Name	Partner ID	Institution Type	Headquarters	CRP Partner	Connections
1	Food and Agriculture Organization of the United Nations	69	International Organization (excl. financial or research)	Italy	Yes	20
2	U.S. Agency for International Development	156	Bilateral development agency/bank	United States of America	Yes	19
3	The World Bank	125	International/regional financial institution	United States of America	Yes	18
4	Wageningen University and Research Centre	1	University	Netherlands	Yes	13
5	Deutsche Gesellschaft für Internationale Zusammenarbeit / German Society for Int. Coop.	1407	Bilateral development agency/bank	Germany	Yes	12
6	Centre de coopération internationale en recherche agronomique pour le développement	1270	International/regional research institution	France	Yes	11
7	International Fund for Agricultural Development	285	International/regional financial institution	Italy	Yes	11
8	World Food Programme	296	International Organization (excl. financial or research)	Italy	Yes	11
9	Indian Council of Agricultural Research	17	National/local research institution	India	Yes	10
10	Bill & Melinda Gates Foundation	154	Foundation	United States of America	Yes	10
11	The World Vegetable Center	618	International/regional research institution	Taiwan (Province of China)	Yes	10
12	Alliance for a Green Revolution in Africa	2422	International NGO	Kenya	Yes	10
13	Cornell University	1398	University	United States of America	Yes	8
14	African Development Bank Group	1878	International/regional financial institution	Côte d'Ivoire	Yes	8
15	African Union	1089	Regional Organization	Ethiopia	Yes	7
16	Catholic Relief Services	111	International NGO	United States of America	Yes	7
17	Ethiopian Institute of Agricultural Research	143	National/local research institution	Ethiopia	Yes	6
18	Common Market for Eastern and Southern Africa	274	Regional Organization	Zambia	No	6
19	Economic Community of West African States	194	Regional Organization	Nigeria	Yes	6
20	Ministry of Agriculture, Livestock, Fisheries and Cooperatives (Kenya)	280	Government	Kenya	Yes	6
21	United Nations Development Programme	129	International Organization (excl. financial or research)	United States of America	Yes	6
22	Asian Development Bank	320	International/regional financial institution	Philippines	Yes	6
23	Australian Center for International Agricultural Research	1354	International/regional research institution	Australia	Yes	6
24	CARE	1271	International NGO	United States of America	Yes	6
25	World Wildlife Fund	298	International NGO	United States of America	Yes	5

Section 6: Impact Pathway integration – CGIAR Portfolio linkages

NOTE: As of 17 March 2023, you do not need to include this section in your report.

Guidance as presented in the Type 1 Technical Report template:

Maximum length: 1 page (0.5 pages portfolio linkage network graph + 300 words narrative)

Instructions:

- Each result that you reported included a field asking you which other Initiatives and non-pooled CGIAR projects contributed to the reported result.
- That information has been aggregated for your Initiative and graphed.
- The portfolio linkages graph will be included in this section of the report, as well as some summary stats.
- Using the graph and summary stats as the basis, provide 0.5 pages of text covering
 - o The role internal CGIAR portfolio linkages are playing in contributing to overall TOC and progress towards End of Initiative outcomes.

Header: Portfolio linkages and [Initiative's name] impact pathways

Provide a narrative describing the role internal CGIAR portfolio linkages are playing in contributing to overall TOC and progress towards End of Initiative outcomes. Include:

- We want to demonstrate coherence and cohesiveness between the different parts of our portfolio.
- What is the comparative advantage of the set of Initiatives and non-pooled projects you are working with.

Additional guidance:

- Acronyms should be written out in full the first time they are mentioned.
- The approved short names for Initiatives as per [CGIAR Initiatives Short Names August 2022.xlsx](#) should be used. The short name of the Initiative without “CGIAR Initiative on” can be used after the first use, and “the Initiative” or “this Initiative” can be used where it’s obvious which one is being referred to.

Section 7: Adaptive management

Guidance as presented in the Type 1 Technical Report template:

Maximum length: 1 page (500 words narrative)

Instructions:

- Undertake a ‘reflect’ process, as set out in the [guidance note](#).
- For the reflect process, each Initiative will recommend changes to their plans for the year ahead. The recommendations will be accompanied by a supporting rationale which will summarize the Initiative teams’ reflection on its context, outlook, and performance in the previous year.
- Summarize the Initiative’s recommendations and rationale in one A4 page, per template below. Adhere to the guidance on content set out in the [guidance note](#).
- Submit this for review and approval by your Science Group Director. Ensure this is received before its submission as part of the completed and cleared Type 1 Technical

Report on or before 31st March. Liaise with your Science Group Director's team to agree a process and deadline for this.

Guidance to fill out this template section:

- The relative share of space for detailing recommendations vs detailing supporting rationale can be adjusted at the discretion of Initiative teams.*
- The recommendations and supporting rationale should be clearly written in plain English, and to a publishable standard. The intended audience is System Council funders, external partners and stakeholders. The page should be clear and make logical sense without the need to refer to embedded links.*
- Initiatives and Science Global Directors may wish to include hyperlinks to supporting evidence, Monitoring, Evaluation, Learning or Impact Assessment products, or relevant documentation. If they do so they must ensure the linked documents are publicly available without need to grant access to viewers.*
- One row per recommendation. Add rows if you choose to profile more than three recommendations.*

Template for Section 7: Adaptive management

Recommendation	Supporting rationale
<i>Summarize each recommendation</i>	<i>Explain the rationale for the recommendations being made.</i>

Resources:

- [Reflect guidance note](#)
- [Recorded session on the reflect process](#)
- [Slides for session on reflect process](#)

Section 8: Key Result Story

Guidance as presented in the Type 1 Technical Report template:

Maximum length: 2 pages

Note: Information for three sections will be generated through the PRMS for inclusion: 1) links to Impact Areas, 2) geographic scope, and 3) contributors.

Guidance to fill out this template section:

Key Results Stories are inspiring success stories with visuals that will help us to communicate the outcomes and impacts of CGIAR Research Initiatives to our Funders, partners and others. With these stories we want to convey information that our stakeholders care about and understand.

Some general guidelines:

- *Language: All text, including organization names, should be in American English.*
- *Style: Keep messages simple and concise. Use plain language and avoid jargon.*
- *Acronyms: Limit use of acronyms. If you use acronyms, spell them out on first mention. If an acronym stands for a name in a language other than English, spell out the name in the original language.*
- *Content: Stick to the facts and provide evidence/data to frame the challenge and/or end results.*
- *Length: Each Key Results Story should be no longer than two pages (1,000 words max.).*
- *Currency: All currencies should be converted to USD.*

What constitutes a Key Results Story?

- *The result must have been achieved in 2022 and reported in the PRMS.*
- *The result must have been generated by one or more Initiative(s), but can build off of pre-Initiative work (for instance, CRP or Platform work).*
- *The result is ideally an outcome or an impact; transformational outputs can also be used if no outcome or impact can be identified for 2022.*

What **CAN** be reported as a Key Results Story

Outcome

A **change in knowledge, skills, attitudes and/or relationships**, manifest as a **change in behavior**, to which research outputs and related activities **have contributed**.

Impact

A **long-term effect**, a change induced by a development action to which research outputs and activities have contributed.

Impacts can be of various types (economic, social, environmental, political, etc.) and are measured by indicators.

Impacts are **what persist even after the project has ended**.

Transformational or highly noteworthy output (for 2022 reporting)

What **CANNOT** be reported as a Key Results Story

Individual/family/small sample story (e.g., success story, blog)

People attending a training program (e.g., training 1,500 people on a technology)

Uptake of results to design further research work

Widespread media uptake and downloads of articles (e.g., views, downloads, coverage)

CGIAR's Communications and Outreach (C&O) will only produce one Key Result Story per Initiative as a web page. However, Initiatives are welcome to write as many Key Result Stories as they would like, and use the web page template developed by C&O to produce additional digital stories (beyond the one C&O will do as a web page) that can be linked to their websites.

Section: Title (20 words max)

The title should be informative, simple, short, jargon-free, and have impact. It should summarize the outcome or impact at the center of the story, and include action verbs that bring the story to life by referring to:

- What research or innovation has led to the outcome/impact
- The nature of the outcome/impact
- Who has benefitted from it (with beneficiary groups/scale and quantitative measure)
- The geographic scope (if it is at the sub-national level, the country should be specified)

Examples of good titles...	... which clearly indicate the following:	
<i>Rice field fisheries are netting nutrition gains for over 124,876 people in Cambodia</i>	Research/Innovation	<i>Rice field fisheries</i>
	Outcome/Impact	<i>Nutrition gains</i>
	Beneficiaries	<i>124,876 people</i>
	Geographic scope	<i>Cambodia</i>
<i>Sixty-two percent of potato farmers adopt improved potato varieties in Peru, contributing to better nutrition for 500,000 people</i>	Research/Innovation	<i>Improved potato varieties</i>
	Outcome/Impact	<i>High adoption rate (outcome) contributes to better nutrition (impact)</i>
	Beneficiaries	<i>500,000 people</i>
	Geographic scope	<i>Peru</i>

Section: Main photo

Please provide the link to the best high-quality photo that can be used to illustrate the story.

URL:

Photo credit:

Caption:

Section: Short outcome/impact statement (80 words max)

The “short outcome/impact statement” needs to be a succinct, clear, and accurate statement of 2–3 sentences, to make the outcome or impact clear to readers. It should contain the same elements as the title, with the addition of some context on why the outcome/impact is important, and information on the partners involved.

Examples of good short outcome/impact statements	These are good titles as they clearly indicate the following:	
<i>Caprine pleuro-pneumonia is a contagious transboundary disease threatening the health of sheep and goats in Africa and Asia. The CGIAR Research Programs on Livestock, and Fish developed a rapid, inexpensive field diagnostic tool, which is a prerequisite to controlling the disease and improving the</i>	Context	<i>A contagious transboundary disease threatening the health of sheep and goats</i>

<p><i>livelihoods of thousands of livestock farmers. The tool includes a simple read-out device, is powered by a car battery and produces a diagnosis in less than 45 minutes. The next step is commercial development.</i></p>	Partners	CGIAR Research Programs on Livestock, and Fish
	Research/innovation	A rapid, inexpensive field diagnostic tool
	Outcome/impact	A prerequisite for controlling the disease
	Beneficiaries	Thousands of livestock farmers
	Geographic scope	Africa and Asia
<p><i>New Delhi's 19 million inhabitants suffer from a noxious haze generated in part by the yearly burning of more than 30 million tons of rice straw from harvests in neighboring states. Farmers deploying zero tillage, a sustainable agricultural technique to sow wheat in rice-wheat rotations, are helping to reduce the smog. Zero tillage is now practiced on 1.8 million hectares in India. This successful technology builds on decades of work led by CIMMYT and national partners in South Asia.</i></p>	Context	Urban residents suffer from smoke from rice straw burning
	Partners	CIMMYT, national partners in South Asia
	Research/innovation	Zero tillage technique
	Outcome/impact	Reduced smog for urban residents following use across 1.8 million hectares
	Beneficiaries	19 million people
	Geographic scope	New Delhi

Section: Key Results Story main text (600 words max)

This text should be an elaboration of your outcome or impact statement, and include:

- 1) Short description of the **challenge** that we are trying to address (current situation)
- 2) **Objective** of CGIAR's intervention (future destination, intended outcome/impact)
- 3) **Solutions** CGIAR co-developed (**innovations, findings or other results**) with stakeholders to fill the gap between current situation and future destination, which resulted in the outcome or impact.
- 4) Description of the **users/beneficiaries** of the CGIAR research/innovation and how the research/innovation was used or produced its benefits. If possible, differentiate between the use/benefits for types of users/beneficiaries, for example by gender,

youth, wealth, ethnic group, etc. Also share any quantitative counts or estimates of people, hectares or other appropriate unit, if available.

- 5) Spell out any **important activities** that were conducted to link the innovation to the outcome (e.g., “a major dissemination campaign was conducted, in which ...”; “a science-policy workshop was conducted, attended by ...”).

Provide the source of your statements using the **reference** numbers from the list of references (see references section below), e.g. “This technology was adopted by 50,000 farmers (3)”.

Section: Quote (50 words max)

Please provide a quote from a speaker of your choice of 50 words that can be used to illustrate the importance of the key result. Affiliations should be fully spelled out; acronyms can be used for CGIAR entities.

Quote:

Speaker (name, title and affiliation):

Section: Links to Impact Areas (generated from PRMS)

Primary Impact Area*:

Other relevant Impact Area(s):

Which collective global targets for the relevant Impact Area(s) from the CGIAR 2030 Research and Innovation Strategy does the key result contribute to?

Section: Geographic scope (generated from PRMS)

Region(s)*:

Country/ies*:

Section: Key contributors (generated from PRMS)

Contributing Initiative(s)*:

Contributing Center(s)*:

Contributing external partner(s) (full names)*:

Does this key result build on work or previous results from one or more CRPs?

Section: References (up to 5)

References are needed both to evidence that a) the change happened and b) that the CGIAR innovation contributed to this. Blogs and publicity materials should not be listed here but instead in section 11 detailed below.

Please number the references (max. 5), and include full reference citations and DOIs, CGSpace or another permanent link. Be careful to provide only publicly accessible working hyperlinks.

In the rare cases where evidence cannot be shared publicly, please indicate this. As much as possible, avoid these private/restricted access documents, as well as SharePoint links. For long reports, please include the relevant page numbers.

Examples:

- *Lorem I, et al. 2017. Title, Journal.*
- *Research project report dated XXX, page numbers.*
- *Times of India article (March 2, 2017) containing report of Ministerial speech.*
- *E-mail from xx to yy dated February 2, 2016, indicating interest in changing a policy, private document.*

Reference 1:

Reference 2:

Reference 3:

Reference 4:

Reference 5:

Section: Learn more – for web version

Please provide links to additional high-quality photos that can be used to illustrate the story (max. 4 photos), and any other relevant illustrative materials, such as videos, infographics, blogs, press releases, as available.

Photos should be high resolution, and a caption and photo credit (photographer's name and affiliation) should be provided below.

Type:

URL:

Title (or caption and credit):

Section: Result title as entered in PRMS – for internal use

Title of the result used for the KRS, as entered in the PRMS

Result title:

Section: Existing communications materials – for internal use

If this key results story has already been written up and is publicly available (in a blog or news release, on a website, etc.), please provide links to this existing material. This is for internal use only.

URL:

URL:

URL:

Section: Contact persons – for internal use

Indicate name, position, Initiative, Center, and email of:

- 1. The person to whom any technical questions can be addressed. This should be a lead researcher or someone able to discuss the technical aspects of the innovation, outcome, and evidence.*
- 2. The person to whom any communications questions can be addressed. This should be the Initiative Liaison/Coordinator, the Communications and Outreach Initiative Communications Officer, or someone else able to provide additional communications material and answer related questions.*

Technical contact point

Name:

Role:

Center:

Email:

Communications contact point

Name:

Role:

Center:

Email:

Resources:

- [Recorded session on the Key Result Story](#)
- [Slides for session on Key Result Story](#)

6. Clearance and submission

Each Initiative is required to submit a completed and cleared Type 1 Technical Report in **Microsoft Word** format by **31 March 2023** to performanceandresults@cgiar.org. The Portfolio Performance Unit (PPU) will acknowledge receipt of your submission.

Pre-submission clearance processes are to be arranged by Initiatives, but should include clearance by the relevant Science Group Director (SGD). By **17 April 2023**, the PPU will have formatted and edited the Type 1 Technical Reports and they will have been reviewed and cleared by the SGDs and Executive Managing Director (EMD).

7. Post-submission processes

After submission of the Type 1 Technical Reports on 31 March, the following will occur:

Date	Milestone
3-7 April	Editing and formatting of Type 1 Technical Reports by PPU
10 April	Reports sent to SDGs and EMD for approval
10-12 April	SGD and EMD review
13-14 April	Revisions made and reports sent to EMD for final approval
17 April	Finalized reports made available
28 April	Reports sent to Communications and Outreach for inclusion in the CGIAR Annual Performance Report

After finalization, the Type 1 Technical Reports will be available on the CGIAR website from XX (date will be added once available), and through the CGIAR Annual Performance Report, which will be published in XX (date will be added once available).

Content from the Type 1 Technical Reports will be used to:

- Populate the Results Dashboard.
- Generate data, insights and information for the CGIAR Portfolio Narrative, an annual report that provides a broader view on portfolio coherence, including results, partnerships, country and regional engagement, and synergies among the portfolio's constituent parts. More details on the Portfolio Narrative can be found in the [CGIAR Technical Reporting Arrangement](#).
- Provide content for, and inform the Type 2 report, which is produced every three years (each business cycle), and covers CGIAR's contribution to Action Area outcomes

and Impact Areas/Collective Global 2030 Targets/Sustainable Development Goals. More details on the Type 2 report can be found in the [CGIAR Technical Reporting Arrangement](#). The first Type 2 report will be published in 2025 for the period 2022-2024.

- Provide content for, and inform the CGIAR Annual Performance Report.

8. Quality assurance process

All key result data submitted into the PRMS Reporting Tool is quality assessed by a team of assessors. The deadline for the submission of key results into the PRMS Reporting Tool by Initiatives is **25 January 2023**.

For the 2022 Type 1 Technical Report, the quality assurance (QA) process will take place between **26 January 2023 and 15 February 2023**.

Between **3-9 February 2023**, Initiatives will have an opportunity to respond to any comments or queries made by the QA team regarding the assessment of their key results. During this period, Initiatives will also implement agreed changes that result from the QA process.

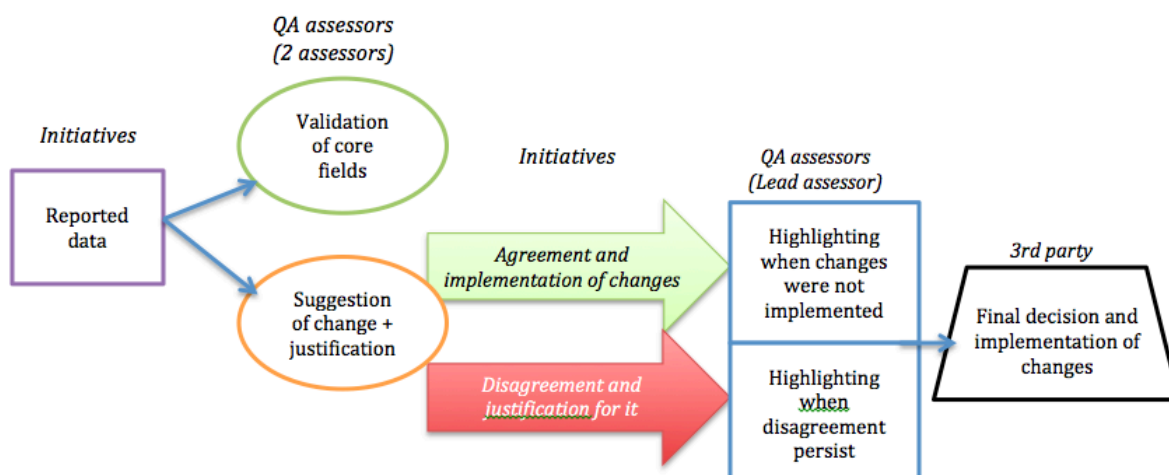
Also see Annexes 2 and 3 for key dates and a reporting timeline overview.

QA process details

Quality assurance is managed by the Portfolio Performance Unit using a team of quality assessors. Two assessors cross-check each result indicator independently, and a **3rd party tiebreaker mechanism** is used for priority data fields to resolve ongoing disagreements. QA assessors are provided with the following [guidance](#), which includes QA criteria and instructions for assessment.

The QA process follows four steps:

1. Initiatives report their data.
2. Two QA assessors cross-check the reported data. The first one validates/corrects each info point, whereas the second one (Lead assessor) validates or corrects the assessment provided by the first assessor, and provides a final consolidated comment. For core fields, the assessors leave a justification/rationale for the requested changes.
3. Initiatives validate the change suggested by QA assessors, based on the provided rationale, or highlight their disagreement and a justification for it.
4. In case of disagreement, a **third party** will broker an agreement with the support of subject matter experts as required. The third-party decision will be allocated to the Action Area Science Group Director or their designate.



Therefore, according to the importance of the different data points, reported data will be:

- Quality assessed: for non-priority data fields, assessors will quality assess the data against criteria, but Initiatives will hold the responsibility for the final reported data.
- Quality assured: for priority fields, a further third-party mechanism is implemented to ensure the accuracy of the reported data.

The main issues that may require the 3rd party tiebreaker mechanism include:

- Is this a result and the right type of result (e.g. innovation development, knowledge product)?
- Is this result at the right level (e.g. output, outcome, impact)?
- Is this result at the right stage of maturity?
- Is there evidence of CGIAR contribution to the result?

Annex 6 provides a summary of non-priority and priority data fields.

Resources:

- [QA assessor guidance](#)
- [Guidelines for dealing with predatory publishers/publishing: A working document](#)

9. Resources for the PRMS Reporting Tool

[PRMS Reporting Tool](#)

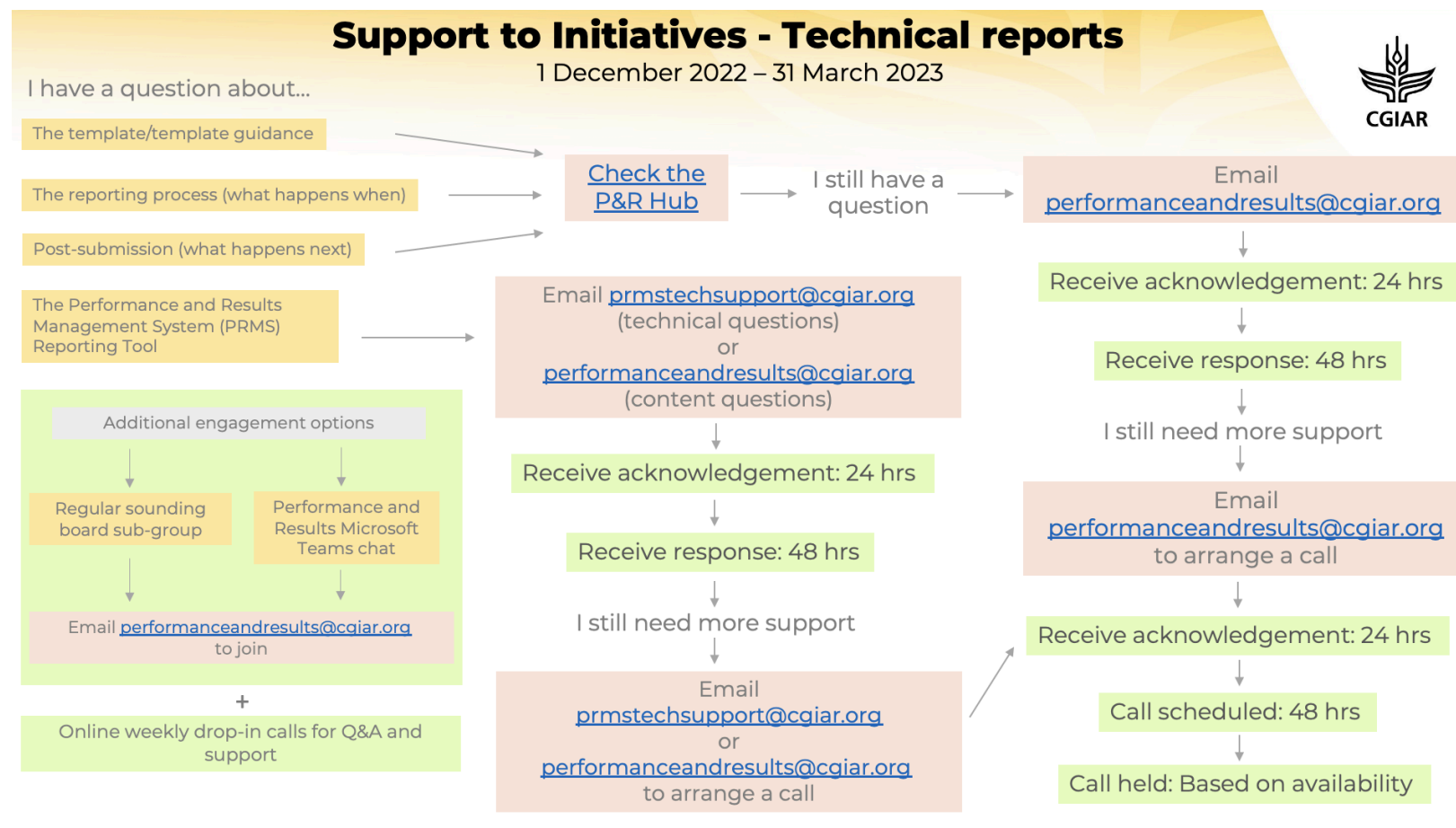
Resources:

- [Recorded session on PRMS Reporting Tool – training session 1](#)
- [Slides for session on PRMS Reporting Tool – training session 1](#)
- [Recorded session on PRMS Reporting Tool – training session 2](#)

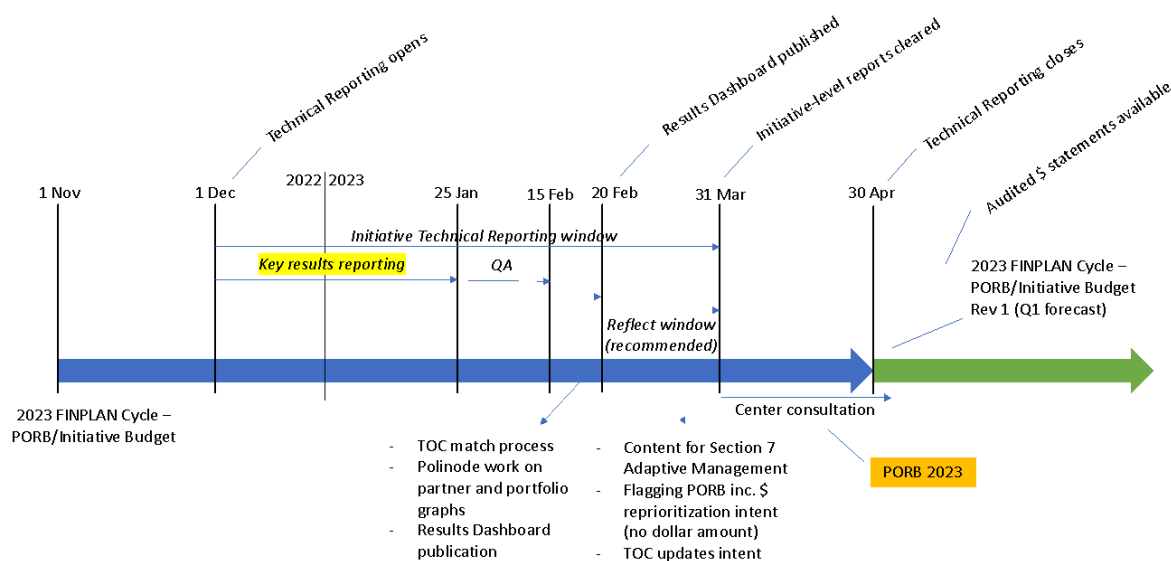
Additional guidance

- It is **important to continually save your progress** as the PRMS Reporting Tool does not currently have an automatic save function.
- **Ensure that you regularly close and refresh the PRMS Reporting Tool** (ensuring that you save your work first) as updates will be periodically made to the system. By refreshing the tool you will be sure to be working with the latest version.

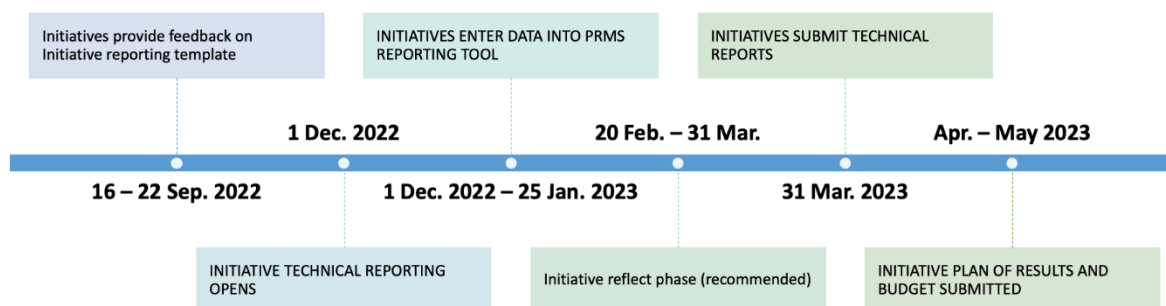
Annex 1: Available support to Initiatives



Annex 2: Reporting timeline



Annex 3: Key milestones for Initiatives


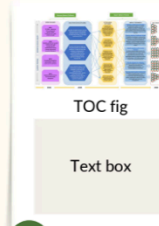
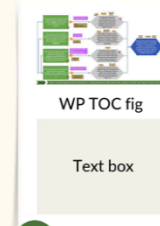
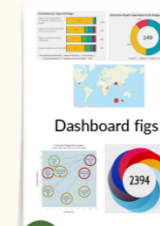


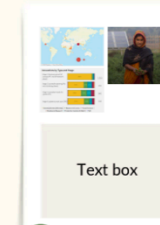


Annex 4: Style guide

[Style guide for Type 1 Technical Reports](#)

Annex 5: Structure, outline and length of Type 1 Technical Reports

Indicative length/Report Section

#	Report Section				
1	Fact sheet				
2	Progress on science & End of Initiative outcomes		Text box	Text box	
3	WP-specific progress				
4	Key results	1 Page	2 Pages	1 Page/WP	1 Page
5	Impact pathway integration – external partners			Text box	
6	Impact pathway integration – CGIAR portfolio linkages		Text box		
7	Adaptive management				
8	Key result story	1 Page	1 Page	1 Page	1 Page

Annex 6: Non-priority and priority data fields for quality assurance

Result Indicator	Reported Fields	View only by QA assessors	To QA: assessors can leave comments	Core fields for QA (3rd party)
Common to all	Result level		X	X
Common to all	Result type		X	X
Common to all	Title (30 words)		X	
Common to all	Description (150 words)		X	
Common to all	Theory of Change match: Match to a planned result OR Link to EOIO		X	
Common to all	Geographic location		X	
Common to all	Subject of outcome	X		
Common to all	Contributing Centers	X		

Common to all	Contributing Partner organizations	X		
Common to all	Contributing Initiatives and non-pooled projects	X		
Common to all	New or updated result	X		
Common to all	Contributing results	X		
Common to all	Gender tag		X	
Common to all	Climate Change tag		X	
Common to all	Evidence		X	X
Common to all	Gender evidence		X	
Common to all	Climate Change evidence		X	
Common to all	Supplementary information	X		
Capacity Sharing for Development	# F people trained		X	
Capacity Sharing for Development	# M people trained		X	
Capacity Sharing for Development	Long-term or Short-term		X	
Capacity Sharing for Development	Master/ PhD		X	
Capacity Sharing for Development	Delivery method		X	
Capacity Sharing for Development	Trainees attending on behalf of an organization		X	
Knowledge Product	Is it a MELIA		X	X
Knowledge Product	MELIA previously planned in the OST?	X		
Knowledge Product	Permanent unique Identifier		X	
Knowledge Product	Issue date		X	
Knowledge Product	Title		X	
Knowledge Product	Authors		X	
Knowledge Product	KP type		X	
Knowledge Product	Description	X		
Knowledge Product	Peer Reviewed (Y/N)		X	
Knowledge Product	Web of Science Core Collection		X	

Knowledge Product	Accessibility		X	
Knowledge Product	License		X	
Knowledge Product	Keywords		X	
Knowledge Product	Altmetrics		X	
Knowledge Product	Reference to other KP		X	
Knowledge Product	FAIR score	X		
Innovation Dev	Short title (10 words)		X	
Innovation Dev	Typology (tech/ cap dev/ policy/ other)		X	
Innovation Dev	Genetic Innovation: New or improved variety or breed		X	
Innovation Dev	# of individual new or improved lines/ varieties		X	
Innovation Dev	Developer	X		
Innovation Dev	Collaborators	X		
Innovation Dev	Innovation nature (incremental/ radical/ disruptive/ other)		X	
Innovation Dev	Innovation Readiness Level		X	X
Innovation Dev	Innovation Readiness Level Justification		X	
Innovation Dev	Acknowledgments	X		
Policy change	Policy type		X	
Policy change	Unit of measure (# of Policy/ USD amount)		X	
Policy change	Confirmed/ estimated/ unknown		X	
Policy change	Stage (Stage 1: Research taken up by next user, policy change not yet enacted/ Stage 2: Policy enacted/ Stage 3: Evidence of impact of policy)		X	X
Policy change	Policy implementation (Whose policy is this)		X	
Innovation Use (non IPRS)	Innovation usage number (# people/ # women)		X	

Innovation Use (non IPRS)	Innovation usage number (Other quantitative measure of innovation use/ Unit of measure/ Quantity)		X	
Innovation Use (IPRS pilot)	Scaling ambition		X	
Innovation Use (IPRS pilot)	Innovation Packaging Experts		X	
Innovation Use (IPRS pilot)	Consensus and Consultation		X	
Innovation Use (IPRS pilot)	Complementary Innovations		X	
Innovation Use (IPRS pilot)	Core and Complementary Innovation Readiness Levels (Evidence-Based)		X	X
Innovation Use (IPRS pilot)	Innovation Usage Number		X	X
Capacity Change	Partner pulse		X	
Capacity Change	Partner satisfaction		X	
Impact contribution	# of benefitting		X	X

Annex 7: Title and description guidance

Title

Main rule: The title should be informative, concise and clear to non-specialist audience.

This means that, as much as possible within the word limit and the specificity of each result, it should:

- Clearly state what the result is about – “what it is”, “what it does”.
- Specify the societal/environmental relevance – “for what/whom” and “from/by whom”.
- Be phrased in a way that clearly identifies the indicator category (e.g., an innovation development or a policy change etc.) and result type (output, outcome or impact). It is not recommended to state the exact name of the indicator category or result type, but the title should align with what these are.
- Not be phrased generically using a paper (unless it is a knowledge product), activity or project title (e.g., promoting bean flour) or as a goal (e.g., strengthened capacity for poor women) or with vague/imprecise expressions (e.g., new approach to...).
- Avoid acronyms, abbreviations or technical jargon – the title should be able to stand alone, and be understandable to an informed but not necessarily specialist audience.
- Include the use of CGIAR Centre, Initiative or organization names, when there is a clear link or contribution to the result, and ensure that the reference to the organization is understandable for a non-specialised audience.
- Include the geographic location, when relevant.
- Describe varieties or breeds by their generic traits or characteristics, when relevant.
- Use words that create a positive impression and stimulate interest, while avoiding catchy, over-claiming or over-exaggerated expressions.
- For impact contributions, clearly show impact at scale.
- Note: from the next reporting year, 2023, result titles should contain the most important metadata to search for and manage knowledge at CGIAR. These metadata should also respond to planned results in ToC/OST outputs-outcomes-impact pathways.

Details on how to write a good title: best practices for reference

Output level	
<p>The title of an output may tentatively include:</p> <ul style="list-style-type: none"> · a subject: the products (i.e., knowledge), goods (i.e., tools, innovations), and services (i.e., a forum, network, dialogue) of research and the research process; · a verb: to explain how the output is produced and shared/disseminated, with clear reference to maturity levels for innovation development; · other complements to explain context, e.g., aim, time, space. 	
<p><i>Knowledge product</i> e.g., thematic area + dissemination type + from whom + to whom + where + what for</p>	<p><i>Performance evaluation study on fortified maize varieties published for extension actors to update and scale training material for farmer field visits in Mexico.</i></p>
<p><i>Innovation development</i> e.g., name of innovation + type + stage of development + actors involved in development stage + purpose of innovation + where the innovation development is from + where for</p>	<p><i>New single-primer technology to enrich white maize with zinc tested by small- and medium-sized enterprises in Mexico for scaling in Zambia.</i></p>
<p><i>Capacity sharing for development</i> e.g., thematic area + dissemination type + from whom + to whom + where + what for</p>	<p><i>Online one-week training on fortified maize variety agronomical practices organized for small- and medium-sized enterprises to scale with farmers in Mexico.</i></p>
Outcome level	
<p>The title of an outcome is a statement, and in theory builds on outputs, and may tentatively include:</p> <ol style="list-style-type: none"> 1. A subject: the output or antecedent outcomes 2. Subject complements: where the output statement verb becomes part of the subject 3. A verb: to explain how the output produced and shared/disseminated led to change 4. Other complements to explain context, specifically actors benefiting from the change in time and space. 	

<p><i>Policy change</i> e.g., what policy change by type of policy + from what output(s) + by whom it is driven + for what + where + thanks to whom + magnitude descriptor/unit of measure.</p>	<p><i>Biofortified white maize variety prioritized by the Ministry of Agriculture in a new agricultural strategy in Zambia to increase dissemination.</i></p>
<p><i>Innovation use</i> e.g., innovation development title + use scale + by whom + magnitude of use by no. of people or other unit of measure.</p>	<p><i>New single-primer technology to enrich white maize with zinc tested by small and medium enterprises in Mexico for scaling in Zambia was planted by 100 farmer communities with a total increased yield of X t/ha in 2022.</i></p>
<p><i>Organizational change</i> e.g., output that led to a change + name of organization(s) that is the subject of the change + what change + where it has effects + for whom or what environmental benefits.</p>	<p><i>Memorandum of understanding signed between CGIAR and National Agriculture Research Systems in Zambia led to ongoing intervention know-how research exchange.</i></p>
<p><i>Capacity change</i> e.g., whose capacity, skills or attitude changed + on what thematic area + magnitude descriptor/unit of measure.</p>	<p><i>Best agronomic practice adaptation research led to a new strategy for growing CGIAR biofortified white maize in different eco-regions in Zambia.</i></p>

Description

Main rule: The description should complement the title and be clear to a non-specialist audience.

This means that, as much as possible within the word limit and the specificity of each result, it should:

- Add further details to the “what it is”, “what it does”, “by who” and “for whom” presented in the title.
- Provide the background information necessary to understand the relevance of the result (e.g., the challenges it addressed, previous results that made this result possible).
- Clearly point to CGIAR and partner contributions.
- Avoid redundancy (e.g., repetition of the title).

- Avoid technical terms, jargon and abbreviations – or, if mentioned, provide details that make them understandable (e.g., Xtch Flag, which is software used for ...).
- Ensure consistency with information reported in other data fields (e.g., title [while avoiding repetition] and geographic scope).
- Highlight key points of interest clearly (for a non-specialist reader).
- Describe varieties or breeds by their generic traits or characteristics.

Annex 8: Decision tree for evidence – Type 1 Technical Reports

