

1-PAGE INNOVATION REPORT

The innovation report is a summary of your STEM project and the first thing that your judges will see when they want to learn about your innovation. When writing your report, think about who will be reading it. Your judges may be experts on your topic, or they may have only general knowledge of it.

You'll want to provide them with enough information that they understand your innovation and what you are trying to accomplish, but not so much that they become confused by the details. This can be a difficult balance!

Below are some guidelines and tips to help you write your innovation report.

WHAT TO INCLUDE:

Your Innovation Title and Name: This should be the first line on your report. Your title can be a technical description of your innovation, or a creative way to introduce everyone to what your innovation is all about.

Introduction and Background: Here is where you explain the background information about your innovation. Try to answer these questions: Where did you get the idea for your innovation? What inspired you or made you interested in this topic? This is where you'll introduce the problem or challenge that your innovation aims to solve, and who this solution would impact. If your innovation is a continuation of an earlier innovation, describe your previous innovation and how you've made changes and additions in your new innovation.

QUESTIONS? CONTACT US!



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Procedure: This is a brief outline of the materials you used in your innovation and the methods you used to carry out your work. This could include a description of how you gathered your data or information, or how you built different prototypes that you used in your innovation.

Results and Observations: After you tested your innovation, describe the results that you discovered. Was your hypothesis supported? Did your innovation achieve its stated purpose? Did you encounter or notice anything unexpected? This section can include graphs, diagrams and charts, but should not include your raw data. Remember, this is a summary!

Conclusion: What conclusion have you drawn from your innovation results? Have you answered the question or problem posed in the *Introduction and Background* section of your report? Why is this conclusion important? This is also where you can discuss ideas for a future innovation that builds on the knowledge you gained from this innovation.

Acknowledgements: This is where you recognize anyone who helped you during your innovation work. This could be someone who helped you do research or design your innovation, or an institution that provided financial support or access to lab space or equipment.

References: Your references are any key sources of information that directly contributed to the development of your innovation. Proper citation is important to avoid plagiarism, and to give proper credit to others and the work they've done. This could be websites or books that you used to research your topic, or a video that helped you understand some key concepts or design framework. Be sure to include the author or creator of the source material, the title, publication, volume, date and page numbers (where applicable) for all your source material. Look up "APA format" for detailed guides on how to properly reference your source material.

Bibliography: A bibliography is a full list of any source material that you consulted for your innovation but didn't directly contribute to the development of your project. You may have read five books about microorganisms, but only one had the type of information you needed to design your innovation.



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FORMAT:

Please make sure your report follows these formatting requirements:

- No more than one (1) letter-size (8.5 x 11 inches) page
- Note: Your Reference List and Bibliography do not count in the 1-page limit and can be up to 2 additional pages, for a maximum limit of 3 (three) pages for the overall innovation report
- Text size must be 12-point, and the font must be Times New Roman, Arial, or equivalent (make sure it is very easy to read)
- Text should be double-spaced, and page margins must be 1-inch all around
- Submit your final report in PDF format

TIPS:

- This is a formal scientific report and your writing style should reflect professionalism and your own understanding of the topic. You can do this by:
 - using appropriate vocabulary;
 - making sure your grammar and punctuation are correct; and
 - using a clear and concise writing style.
- Write a draft of your report, leave it for an hour or a day, then come back and proofread it. You don't need to get your report right the first time. You may edit your report several times before you're ready to submit it.
- Read your report out loud. This will help you catch repeated or missing words, unclear statements, and other mistakes.
- Make sure you stay within the formatting requirements. Explaining your project clearly while staying within the 1-page limit can be challenging but effective science communication is an important and highly-valuable skill to have.



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