BSAC Project Report Instructions & Checklist

This checklist is your guide to the report content & formatting. Complete each item on the list as instructed. Reports submitted using prior conference templates will not be accepted. Questions? Contact reception@bsac.eecs.berkeley.edu

Formatting Requirements

☐ Keep in mind when selecting text and images that there will be two published versions of this report:
  ▪ printed in the project guide, black & white, 4.5” x 7”
  ▪ posted online, color, 8.5” x 11”

☐ The report must be 2 pages
  ▪ Do not change any formatting: margins, font, point size, bullet points

Report Fields – Listed in order from the top of the page to the bottom

☐ Headers: double click to enter your Project Code
  ▪ Example: BPN403

☐ Project Title: use the same title as on the Abstract

☐ Researcher(s): separate names with a semicolon; format: First MI. Last
  ▪ Example: John A. Doe; Dr. John A. Doe

☐ Advisor(s): select your advisor’s name from the drop down list

☐ Staff/Level: number and level of researchers separated with semicolons
  ▪ Example: 1 Graduate Researcher; 1 Postdoctoral Researcher

☐ Status: select your project’s status from the drop down list

☐ Sponsor: select your project’s funding source from the drop down list
  ▪ Direct questions about the funding source to the project Advisor

☐ Start Date: select your project’s starting month and year (click on any day in that month)
  ▪ Example: September 2013

☐ Report Body: complete each of the sections in the report body
  ▪ Descriptions of content expectations are provided in the template
  ▪ Enter “Not applicable.” to fields in which you are not reporting

☐ Page 2: is for pictures, graph, charts, etc. with captions
  ▪ You may insert additional captions and images
  ▪ Do not obscure the header or footer
  ▪ Do not exceed the left and right margins
  ▪ Optimize the image size for better printing – minimize report size to <2MB total

☐ Save and upload your completed report