

Checklist for BR&E Research Reports¹

BR&E Fundamentals Certification Course

	Report 1	Report 2
I. Outside Cover		
Place.....	☐	☐
Date.....	☐	☐
Authors and affiliations.....	☐	☐
Local Sponsors	☐	☐
State Sponsors	☐	☐
Title(s) include Final or Research Report	☐	☐
II. Table of Contents		
Major sections	☐	☐
Minor sections	☐	☐
III. Background on project		
Outlines BR&E program importance	☐	☐
Describes the local projects and timelines	☐	☐
Lists the people involved	☐	☐
Overall Comments	☐	☐
IV. Profile on the Local Economy		
Provides data on economic structure.....	☐	☐
Compares income per capita trends to region and state	☐	☐
Reports trends in unemployment.....	☐	☐
V. Survey Results		
Gives characteristics of visited firms	☐	☐
Tells how sample was selected	☐	☐
Reports on response rate	☐	☐
Gives overview of BR&E strategies	☐	☐
Reports results in strategic planning framework.....	☐	☐
Each strategy includes an overview	☐	☐
Relevant overview, survey data and projects.....	☐	☐
Overall Comments	☐	☐
VI. Implementation Hints		
VII. Appendices		
VIII. Format Issues		
Pages numbered consecutively	☐	☐
Each table/figure includes topic, place, date and question survey.....	☐	☐
Each table lists question source at bottom	☐	☐
Results reference questions used.....	☐	☐
Overall Comments	☐	☐

¹ Adapted from work by George Morse, Professor Emeritus of Applied Economics, University of Minnesota
(www.apec.umn.edu/George_Morse2.html)