



Reporting Requirements – Year 23: July 1, 2010 – June 30, 2011

Semi-Annual Reporting

- Semi-annual reporting is required for each 6 month period of research. Reports are due on or before **January 31, 2011** and **July 31, 2011**.
- Semi-annual reports consist of three parts:
 1. Description of any technology transfer activities in the form of an **Implementation Report**. The report should consist of technology transfer activities such as:
 - papers submitted for presentation or publication
 - demonstrations to agencies or other organizations
 - presentations, awards, patents, etc.
 2. Update of your proposed **Work Plan – Task Descriptions and Milestones**
 3. **New!** High resolution photos and/or graphics that document your research (send electronically).
 4. **Financial Status Report** for the period in review. This report must include matching funds reporting. Matching fund expenditures must keep pace with federal expenditures throughout the project period.

Draft Final Research Reporting

- Draft versions of final research reports are due **April 30, 2011**.
- The draft report should be sent in electronic **Microsoft Word** format.
- **Submit the draft report via e-mail as an attachment or burn to a CD and mail to TransNow.**
- The report should include the following components:
 - Introduction
 - Background
 - Problem Statement
 - Research Objectives
 - Method of Analysis
 - Results
 - Conclusions and Recommendations

- TransNow will send the draft report to two reviewers (the External Project Contact listed in your original proposal and a representative faculty member with expertise in the research area).

Final Research Report

- TransNow will return the reviewer's comments from your draft report directly to you. Please take the reviewer's comments into consideration when preparing your final report.
- Final reports are due by the project end date of **June 30, 2011** or **within 2 weeks of receiving the reviews.**
- Ensure your final report has been through a spell check process and has been viewed and edited by a third party to check for content and typos.
- The final report should be in **Microsoft Word** format.
- **Submit the draft report via e-mail as an attachment or burn to a CD and mail to TransNow.**
- **Please limit your report to contain no more than 10 color pages.** If you have any special graphs, charts, pictures, etc., please send us camera-ready originals and/or an electronic file so that we can process.
- TransNow will add a Disclaimer page and two Title pages (TransNow and NTIS) to the final report. The report will be published on the TransNow website and copies will be distributed to the USDOT and NTIS for public circulation.

No-Cost Extensions

- All requests must include detailed explanatory statements as to why the project will not be completed on time.
- Requests must be received no later than **April 30, 2011**
- Only one no-cost extension is allowed per research project

Additional Reporting Notes

- Draft final reports for projects that have been granted a 6 month no-cost extension to **December 31, 2011** will be due on **October 31, 2011.**
- 2 year projects that are not approved for a second year of funding will be required to submit a final research report on the research conducted during the first year of funding.
- Multi-University Reporting Roles

PI responsibilities (lead university):

- research proposal submissions (including budget proposal for both universities)
- text reporting (Annual, Final and Implementation)
- Semi-annual fiscal reporting for own university

co-PI responsibilities (secondary university):

- Confirmation Letter(s) of Match Commitment
- Semi-annual fiscal reporting for own university