



TransNow Reporting Requirements

Semi-annual Reporting

- Semi-annual reporting is required for each 6 month period of research. Reports are due on or before **January 31, 2008** and **July 31, 2008**.
- 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. **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

- A draft version of your Final Research Report is due **no later than April 30, 2008**
- The draft report should be 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).

- Draft final reports for projects that have been granted a 6 month no-cost extension to December 31, 2008 will be due on **October 31, 2008**

- 2 year projects that are not approved for a second year of funding will be required to submit a final research report on research conducted during the first year of funding.

- Requests for **no-cost extensions** must be received no later than **April 30, 2008**
- Only one no-cost extension is allowed per research project

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, 2008** 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**
- **Mail one unbound printed copy to:**

Transportation Northwest
University of Washington
Department of Civil and Environmental Engineering
Box 352700
Seattle, Washington 98195

- **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 create Title pages, publish on the TransNow website and send copies of the final report to the USDOT and NTIS for public circulation.