



Wisconsin Department of Transportation

Policy and Safety First Research Programs

Final Report and Close-Out Presentation (COP) Instructions for Preparation and Submission

Acronyms

COP - Close-Out Presentation
FHWA - Federal Highway Administration
PI - Principal Investigator
POC - Project Oversight Committee
QPR - Quarterly Progress Report
RFP – Request for Proposal
R&L – WisDOT Research and Library
WisDOT – Wisconsin Department of Transportation

Purpose

The Final Report will be posted on the WisDOT website, and other public websites. The Final Report will be summarized by R&L staff in a concise two-page Research Brief which will also be posted. The Close-Out Presentation may be used to share the research.

Final Report and COP Timeline

Please see the Policy and Safety First Final Report and COP Schedule on page 8 of this document.

Research Brief

After the Final Report is submitted, Research & Library staff will create a Research Brief based on the Final Report and Close-Out Presentation which will be posted on the WisDOT website.

Editorial Quality

The Principal Investigator (PI) is expected to submit reports with quality technical writing and proper grammar. As indicated in the Request for Proposal (RFP), funds for the services of a technical editor to ensure this requirement is met are acceptable and, if needed, should be included in the budget.

Technical reports for WisDOT research projects should be concise and written in such a way as to provide easy access to implementable research results. The audience of the report is Wisconsin Department of Transportation (WisDOT) engineers and subject matter experts, so the research team should avoid presenting common concepts that are widely known in transportation engineering and management and focus on the development of the goals, objectives, and needs of WisDOT. The goals and objectives are presented in the RFP and the needs are defined by the Project Oversight Committee (POC). To facilitate the delivery of the research findings, the research team should present a technical report that includes an abstract, executive summary, main body, and, if needed, appendices.

508 Compliance

The researcher is requested to ensure all documents, spreadsheets, presentations, websites, software, and training videos conform to Section 508 standards of the Rehabilitation Act.

Final Report Requirements

A complete report should include the following sections:

- ***Cover Page: no page number***
 - Please refer to the Policy and Safety First Final Report Cover Page template on page 9 of this document.
- ***Technical Report Documentation Page: i***
 - Please use the Policy and Safety First Technical Report Documentation Page template on page 10 of this document.
 - The Technical Report Documentation Page includes a box for the abstract of the report. The abstract should concisely describe the goals and objectives of the study, the type of study, and the main conclusions. The abstract should provide a brief overview of the report and it should help the reader decide if reading the rest of the report would be worthwhile.
 - *The project date on the Cover, Disclaimer, and Technical Report Documentation Page should reflect the month and year of the last revisions made to the document.*

- ***Disclaimer Page: ii***
 - Please refer to the WisDOT Research Disclaimer Page template on page 11 of this document.
- ***Executive Summary: iii***
 - This section should **not be longer than 5 pages** (minimum font size 11, minimum 1.5-line spacing, with margins no smaller than 25 mm or 1 in.) and must summarize the key points of the report, including the need for the study, goals and objectives, used research approach, results, analyses, and conclusions and implementable results.
- ***Table of Contents: iv***
 - Index of the different sections of the report. Include page numbers (*iv, v, vi, etc.*)
- ***List of Figures: v***
 - Index of figures in the report. Include page numbers (*v, vi, vii, viii, etc.*).
- ***List of Tables: vi***
 - Index of figures in the report. Include page numbers (*vii, viii, ix, etc.*)
- ***Main Body of the Technical Report: Page 1***
 - **The main body of the technical report should not be longer than 50-60 pages**
 - Include page numbers (*1, 2, 3, 4, etc.*)
 - Minimum font size 11, 1.5-line spacing, with margins no smaller than 25 mm or 1 inch
 - Summarize the state of the art, the research approach, the results of laboratory and/or field testing, surveys, and other technical evidence, conclusions and implementable recommendations, and a list of references (see References, below).
 - Information that is not needed for the development of the conclusions and implementable recommendations should be considered additional information and should be presented in the appendices of the report (see Appendices, below).
- ***References:...(NOT included in the 50-60 page limit):***
 - Cited documents in the report should be presented in the list of references. The research team should make sure that each item in the list of references is presented with enough information for the readership to locate the document. Most importantly the reference list should be consistently formatted throughout.

Example:

Aguero, S. K., Pastore, P., and Lamela, S. F. (2018). Name of the Journal Paper, Name of the Journal, Volume No. 7, Issue No. 2, pp. 344-345.

*Artime, F. P. (1991). Name of the Article or Web Page Name, URL:
www.webpageaddress.com/doc.html. Document accessed on June 12, 2019.*

*Bochini, R. F. (1978). Title of the Chapter, Title of a Book Compiling Several Papers,
Dybala, P. A. (ed.), Name of the Publisher, City of the Publisher, pp. 344-345.*

*Kempes, M. A. (1978). Title of the Person, Name of the Person's University or Company,
personal communication.*

*LoCelso, C. E. and Ardiles, O. (2022). Title of the Technical Report, Report No., Name of
the Funding Organization, City of the Funding Organization, State of the Organization,
345 pages.*

*Maradona, D. A. (1986). Title of the Conference Paper, Name of the Conference, Location
of the Conference, Name of the Publisher, City of the Publisher, pp. 344-345.*

*Messi, L. A. (2014). Title of the Book, Name of the Publisher, City of the Publisher, 345
pages.*

- **Appendices:** A, B, C...(NOT included in the 50-60 page limit):
 - The research team may add appendices to the report to include information that is either too long to fit within the report or, while important, is supplementary to the objectives or goals of the project.
 - Information such as computer algorithms and codes, mathematical derivations, detailed equipment designs, blueprints, sample descriptions, large data sets, maps, or similar information should be included in the appendices rather than in the main body of the report.

Final Report Process and Timeline

The Final Report Process has Three Stages:

- **Project Report**
 - The researcher's first version of the report that is submitted to the POC and R&L.
- **Revised Project Report**
 - As the report is edited by the researcher(s) it is renamed the Revised Project Report.
 - Reviews and edits frequently have multiple steps, please change the date on the Cover Page and as part of the report file name for clarity.

- **Approved Final Report**

- This is the final version, approved by the POC, ready for publication.

Pre-Final Reports Meeting (optional)

- **3-4 months prior to project end date (if requested)**
- Anyone on the team may request a meeting with R&L staff, prior to the submittal of the Project Report, to review any questions about the Final Report and Close-Out process and requirements.

Project Report - Submission

- Due on the Monday 8 weeks prior to the project end date, see Final Report and COP Schedule, page 8.
- The Project Report is submitted to the POC and WisDOT R&L staff for review.
- Please send the Project Report in both Word and PDF formats to R&L. Send the cover, technical documentation, and disclaimer pages in a separate file, in Word format.
- The PI submits the Project Report 8 weeks before the project end date to allow time for oversight committee members to review and provide comments, and PI's revisions.

POC Review of Project Report

- It is typical for the Project Report to require revisions before being accepted as the Final Report.
- POC members will review the Project Report and submit all questions and comments to the POC Chair.
- The POC Chair will compile questions and comments and deliver them to the PI on the Friday of the 6th week prior to the end date.

Revision Discussion Meeting (optional)

- This meeting may be requested by the PI or POC to discuss requested revisions, questions and clarifications.

Revised Project Report and Summary Page

- Due on the Friday of the 4th week prior to the project end date.
- Please send the Revised Project Report and Summary Page in both Word and PDF formats. Send the cover, technical documentation, and disclaimer in a separate file, in Word format.
- All comments and questions must have a written response. The response may include edits in the report. Responses that are not incorporated into the report will need to be addressed on the

Summary Page with an explanation of why it is not incorporated into the report.

- The Summary Page is a separate document that is sent with the Revised Project Report to the POC members and R&L staff.
- *Cover, Disclaimer and Technical Documentation Page must have the date updated to reflect the month/year of the last revision to the report.*

POC Review and Approval of Revised Project Report and Summary Page

- This is an opportunity for POC members to review the changes made or responses given to their comments and questions and verify the responses are complete.
- **Follow-up Revisions – If Needed**
 - POC members and R&L will review the Revised Project Report and Summary Page and notify the POC Chair if there are any unresolved issues.
 - If there are unclear or incomplete responses in the Revised Project Report and Summary Page, the POC and PI have about 1 week to resolve the issues.
 - If the Revised Project Report and Summary Page are not able to be approved, a meeting with the TOC/POC, UWTS, R&L and the researchers will be held to discuss any remaining issues.

Approved Final Report

- Submission of the Revised Project Reports and Summary Page with all edits.
 - The project date on the Cover, Disclaimer, and Technical Report Documentation pages should reflect the month and year of the last revisions made to the document.
 - All edits to the Revised Project Report and the Summary Page are due on the Friday 3 weeks before the project end date.
- The POC and R&L will determine if all revisions are complete, acceptable and ready for publication.
 - The POC Chair will send a copy of the Approved Final Report and Summary Page to R&L with the file name including “APPROVED.”
 - The Approved Final Report is due to R&L on Friday 3 weeks before the project end date.

Close Out Presentation (COP) Process and Timeline

Project Close-Out Presentation (COP) (PowerPoint)

- **Occurs 2 weeks prior to project end date**
- The PI is required to give a project Close-Out Presentation to the TOC.
- The COP presentation is a separate document from the Final Report.
- Presentation
 - The COP is a 1-hour meeting with a 35-45 minute researcher's presentation with the remaining time for questions and discussion.
 - This is typically a PowerPoint presentation.
 - A copy of the close-out presentation file should be delivered to R&L no later than 24 hours before the presentation.
- Attendees
 - The POC members and R&L staff are expected to attend the COP.
 - The POC may invite other members of WisDOT or industry to the presentation.
 - WisDOT administration may be invited to COPs.
 - The full research team is encouraged to attend, whether or not they will be presenting.
- Information to Include in the COP
 - Introduction of the research team
 - Introduction of the project
 - Summary of background and problem statement
 - Summary of research objectives
 - Discussion of research and results
 - Summary of research approach
 - Significant findings
 - Recommendations for implementation of the results

Publication of Final Report

- The PI is not required to deliver hard (print) copies of the report to WisDOT.
- R&L staff will create a 2-page Research Brief.
- R&L staff will publish the Approved Final Report and Research Brief on the WisDOT Research and Library webpage.

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Final Report and COP Schedule

Color-Code for Group Responsible	Researcher PI Revisions	POC Reviews	POC Chair Prepare Review Comments	COP Held This Week	R&L Will Reach Out if Needed
How to Use This Template: Copy/Paste onto calendar, matching up the End Date week. Regardless of which day of the week the end date is on, due dates will follow the days of the week in this plan, indicated in red. If a due date falls on a holiday, that due date is moved to the next workday, remaining due dates do not change.					
Weeks Prior to End Date	Monday	Tuesday	Wednesday	Thursday	Friday
8	Project Report Due	POC Review	POC Review	POC Review	POC Review
7	POC Review	POC Review	POC Review	POC Review	POC Review
6	POC Review	POC Review	Review Comments Due to POC Chair	POC Review Optional Meeting	POC Chair Sends Comments to PI
5	PI Works on Revisions	PI Works on Revisions	PI Works on Revisions	PI Works on Revisions	PI does Revisions - Optional Meeting
4	PI does Revisions - Optional Meeting	PI does Revisions - Optional Meeting	PI does Revisions - Optional Meeting	PI does Revisions - Optional Meeting	Revised Report & Summary Due
3	POC Last Review	POC Chair Prepare Review Comments	POC Chair Prepare Review Comments	PI does Revisions - Optional Meeting	POC Report Approval Due
2	COP This Week	COP This Week	COP This Week	COP This Week	COP This Week
1	Any Additional Documents Sent In	Any Additional Documents Sent In	Any Additional Documents Sent In	Any Additional Documents Sent In	Wrap Up Any Last Details
End Date	Wrap Up End Date This Week	Wrap Up End Date This Week	Wrap Up End Date This Week	Wrap Up End Date This Week	Wrap Up End Date This Week

Enter Title

Final Report

Enter name(s) and credentials

Enter Organization(s)

WisDOT ID no. 0092-xx-xx
Enter Month and Year



Research & Library Unit

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TECHNICAL REPORT DOCUMENTATION PAGE

*To add text, click inside the form field below (will appear as a blue highlighted or outlined box) and begin typing. The instructions will be replaced by the new text. Only boxes with form fields must be completed.
Please remove this field before completing form.*

1. Report No. Enter the project number assigned by WisDOT (e.g., 0092-XX-XX).	2. Government Accession No.	3. Recipient's Catalog No.	
4. Title and Subtitle Enter title and subtitle.		5. Report Date Enter the same month and year as is on the report cover. Date should reflect when the last technical change was made to the document.	
		6. Performing Organization Code	
7. Author(s) Enter name(s) of person(s) responsible for writing the report, performing the research, or credited with the content of the report. Form of entry is first name, middle initial (if applicable), last name. Primary author is listed first.		8. Performing Organization Report No. If applicable, enter any/all unique numbers assigned to the performing organization.	
9. Performing Organization Name and Address Enter the name and address of the organization(s) performing the research.		10. Work Unit No.	
		11. Contract or Grant No. Enter the number of the contract, grant, and/or project number under which the report was prepared (e.g., WHP 0092-XX-XX).	
12. Sponsoring Agency Name and Address Wisconsin Department of Transportation Research & Library Unit 4822 Madison Yards Way Room 911 Madison, WI 53705		13. Type of Report and Period Covered Final Report Enter the month/year during which the work was performed (e.g., June 2012-June 2014). End date should reflect Report Date in box 5.	
		14. Sponsoring Agency Code	
15. Supplementary Notes If applicable, enter information not included elsewhere, such as translation of (or by), report supersedes, old edition number, alternate title (e.g. project name), or hypertext links to documents or related information.			
16. Abstract Enter a brief factual summary of the most significant information, including the purpose, methods, results and conclusions of the work. When appropriate, the abstract should include advice on how the results of the research can be used.			
17. Key Words Enter words, terms, or phrases that identify important topics in the report. When possible, terms should be selected from the Transportation Research Thesaurus (TRT) (http://trt.trb.org) in addition to terms not found in the TRT.		18. Distribution Statement No restrictions. This document is available through the National Technical Information Service. 5285 Port Royal Road Springfield, VA 22161	
19. Security Classif. (of this report) Unclassified	20. Security Classif. (of this page) Unclassified	21. No. of Pages Enter the total number of pages in the report, including front cover and appendices.	22. Price Not applicable



Wisconsin Department of Transportation

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Disclaimer for Reports & Publications

Disclaimer

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