



**REPORTING GUIDELINES FOR GRANTS AWARDED IN 2013 FROM
THE NATIONAL CENTER FOR TRANSPORTATION SYSTEMS PRODUCTIVITY AND MANAGEMENT (NCTSPM)**

Principal Investigators (PIs) conducting research supported by NCTSPM are required to provide the following updates to the NCTSPM Director:

1. participation in quarterly meetings
2. semiannual written reports
3. and a final report at the conclusion of the research project

These updates and reports will assist NCTSPM with meeting the reporting requirements set by the US DOT Research and Innovative Technology Administration (RITA).

A schedule of these progress reports is provided below. Delays or failure to comply with these requirements will negatively affect the consideration of any future proposal submitted by the PI to NCTSPM.

Quarterly meetings

The NCTSPM Director, or Deputy Director, will conduct quarterly meetings with PIs. These meetings may occur in person, via web conference, or via teleconference. Two of the four quarterly meetings will consist of verbal progress reports. The other two will consist of a short powerpoint presentation, in which each PI will provide an update on his/her research using the following format:

1. 10 minute presentation
 - a. 5 slides: project overview and progress
 - b. 1 slide: impact of research
 - c. 1 slide: technology transfer resulting from research
 - d. 1 slide: education efforts
 - e. 1 slide: implementation of research
 - f. 1 slide: researchers/students involved in the research
2. 5 minute discussion of research

Project Information Forms

Project Information Forms should be emailed to Audrey Leous (Audrey.Leous@coa.gatech.edu) as indicated in the Schedule of Deliverables. The Project Information Form template can be found at the end of this document.



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Schedule of Deliverables:

<u>Deliverable</u>	<u>Deadline</u>
Submit Project Information form demonstrating progress to date	January 2014
Annual Meeting in Atlanta, GA	March 2014
Quarterly progress report: conference call	Spring 2014
Quarterly progress report: 1. submit updated Project Information form demonstrating progress to date 2. present research progress in conference call	July 2014 (Project Information forms and Powerpoint slides are due 3 days prior to web conference) TBD
Quarterly progress report: conference call	Fall 2014
Quarterly progress report: 1. submit updated Project Information form demonstrating progress to date 2. present research progress in conference call	January 2015 (Project Information forms and Powerpoint slides are due 3 days prior to web conference)
Quarterly progress report: conference call	Spring 2015
Annual Meeting (location TBD)	
Quarterly progress report: 1. submit updated Project Information form demonstrating progress to date 2. present research progress in conference call	July 2015 (Project Information forms and Powerpoint slides are due 3 days prior to web conference)
Quarterly progress report: conference call	Fall 2015
Final Research Report	Two months after project completion

Questions?

For questions about reporting guidelines, please contact Michael Hunter (Michael.Hunter@ce.gatech.edu) or Audrey F. Leous (Audrey.Leous@coa.gatech.edu).



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Project Information Form

Project Title	
University	
Principal Investigator	
PI Contact Information	
Funding Source(s) and Amounts Provided (by each agency or organization)	
Total Project Cost	
Agency ID or Contract Number	
Start and End Dates	
Brief Description of Research Project	
Describe Implementation of Research Outcomes (or why not implemented) (Attach Any Photos)	
Impacts/Benefits of Implementation (actual, not anticipated)	
Web Links <ul style="list-style-type: none"> • Reports • Project website 	



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Names of students who are financially supported by this grant	
Names of students who are participating (but not financially supported) by this project	