**Final Report Checklist**

Note: This checklist summarizes all final report requirements as outlined in the “Procedures and Guidelines for Research Final Reports.” This document serves as a guide to Principal Investigators before submission of the final report and should be used to self-certify the requirements have been met. Review this document before submitting the draft final report to TDOT to ensure the review process can be completed in an efficient manner and minimize revision requests.

**Submission & Review**

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| **Check** | **Guidelines** |
|  | Report is a Microsoft Word file (.docx). |
|  | Draft report is submitted to TDOT Lead Staff **90 days** prior to contract end date. |
|  | Meeting requested from Lead Staff to address revisions held within 30 days of receipt. Research Office has been invited. |
|  | All revisions requested by Lead Staff have been addressed within 3 weeks of meeting. |
|  | Additional editorial revisions from Research Office sent and addressed within 2 weeks of receipt of the report from the Lead Staff. |

**Formatting & Grammar**

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| **Check** | **Guidelines** |
|  | **Grammar:** The report is free of grammatical errors. |
|  | **Accessibility:** Report adheres to accessibility requirements as outlined in Section 508 of the Rehabilitation Act of 1973. *See Section 508 Compliance Checklist.* |
|  | **Length:** The body of the report does not exceed 50 pages, single spaced. If the limit is exceeded, prior approval was received from Lead Staff. |
|  | **Font:** Report uses 10.5-point font, Open Sans. Headings are no larger than 22-point font. Font utilized is unadorned, with no extra decorations or flourishes for easy readability. |
|  | **Tense:** Report primarily uses past tense to describe what occurred. |
|  | **Margins:** Margins are 1-inch on all sides. |
|  | **Spacing:** Report is single spaced, double spacing is used between paragraphs and headings. |
|  | **Page Numbering:** Page numbers are vertically centered in at least 10-point font. |
|  | **References and Citations:** APA style or IEEE style is followed. All references are properly cited and included in the reference list. |

**Report Structure**

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| **Check** | **Guidelines** |
|  | **Cover Page:** All requested information in the Final Report Template is complete. |
|  | **Disclaimer Notice:** The disclaimer language has not been changed; the RES number and title are included. |
|  | **TRDP:** The completed Technical Report Documentation Page is included. |
|  | **Acknowledgements Page:** Acknowledgements are appropriately noted. |
| **N/A** |
|  | **Executive Summary:** The executive summary is no longer than 5 pages and summarizes the research purpose, scope, findings, and recommendations. |
|  | **List of Key Terms and Acronyms:** Acronyms used throughout the report have been identified and key terms have been defined. |
| **N/A** |
|  | **Table of Contents:** The table of contents includes section titles, references, and appendix titles. A list of tables and figures is included. |
|  | **Report Body:** The following format is followed: Introduction, Literature Review, Methodology, Results and Discussion, and Conclusion. |
|  | **References:** All references cited are properly listed. |
|  | **Appendices:** Supplementary material directly or indirectly related to the research is included. |

**Figures & Tables**

|  |  |
| --- | --- |
| **Check** | **Guidelines** |
|  | Figures and tables are appropriately linked in the list of figures and list of tables. |
|  | Figures and tables are numbered appropriately (i.e. Table 1.1, Figure 2.1, etc.). |
|  | All figures and tables have a title. |
|  | All figures and tables are referenced in the appropriate place in the text. |
|  | All lettering for figures and tables is no smaller than 10-point font. |
|  | All graphs have labeled y- and x-axes. |
|  | **All figures have alternative text descriptions.** |