**Research Project Final Report Evaluation Form**

*Please complete all sections in blue*

|  |  |
| --- | --- |
| **Research Project Number and Title:**  | RES |
| **Principal Investigator(s):** |  |
| **Research Agency:** |  |

**Part I: Place an “Y” or “N” next to the response that most closely matches your assessment of each of the following items. While these ratings are helpful in assessing the quality of a draft report, written comments are typically the best method for conveying this information. Editorial comments are welcome; however, the reviewer should focus primarily on the technical evaluation of the documents.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Factors** | **Guidelines** | **Y/N** | **Comments** |
| **Title** | 1. Is **the title** clear, and promise no more than the study can provide?
 |  |  |
| **Executive Summary** | 1. Does the first sentence contain a clear **statement of the purpose**?
 |  |  |
| 1. Are all **research areas** evaluated briefly described?
 |  |  |
| 1. Does it **conclude** with a paragraph about the research conclusions, benefit, and implementation?
 |  |  |
| **Introduction** | 1. Does it clearly **state the purpose** of the study?
 |  |  |
| 1. Is the **problem and its significance** clearly stated?
 |  |  |
| **Objectives/****Scope of Work** | 1. Is the **need described**, then specific questions raised/hypotheses derived?
 |  |  |
| 1. Is **the scope of work** defined with **objectives** clearly stated?
 |  |  |
| 1. Are **assumptions and limitations** stated?
 |  |  |
| **Literature Review** | 1. Is a **summary** included with subject matter adequately covered?
 |  |  |
| 1. Is it well organized with **important findings** noted?
 |  |  |
| **Methodology** | 1. Are **samples/relevant variables** described with necessary **controls**?
 |  |  |
| 1. Are data-gathering instruments appropriate?
 |  |  |
| 1. Are **validity and reliability** established?
 |  |  |
| 1. Are **methods** clearly described, referenced, and replicable with appropriate design?
 |  |  |
| **Results and Discussion** | 1. Are **findings/deliverables** for the experiment defined and summarized?
 |  |  |
| 1. Are they clearly presented with **supporting statistical analyses** and/or charts and graphs when appropriate?
 |  |  |
| **Benefits/****Execution** | 1. Are **benefits** to TDOT described fully (i.e. what, how, why?)
 |  |  |
| 1. Can the research results be **implemented** at TDOT?
 |  |  |
| **Conclusion** | 1. Are **conclusions** justified by the data and analyzed effectively?
 |  |  |
| 1. Are **recommendations** clearly stated and organized by type?
 |  |  |
| **Glossary/****Acronyms** | 1. Is a glossary or list of acronyms/abbreviations provided? If not, is one needed?
 |  |  |
| **Appendices** | 1. Should anything be **moved to the appendices** or vice versa?
 |  |  |

**Part II: Place an “X” under the statement that most closely matches your assessment of the final report and/or executive summary. Then please provide additional comments to explain your reasoning for your assessment.**

|  |  |  |
| --- | --- | --- |
| **Assessment Grade** | **Reviewer recommendation for the final report:** | **Reviewer recommendation for the executive summary:** |
| The draft is acceptable in its present form. No modifications are needed. |  |  |
| The draft is acceptable with the inclusion of the supplied comments. The submission of a revised draft report is not necessary. |  |  |
| The draft is in need of significant revisions. A revised draft report based on the supplied comments should be submitted for further review. |  |  |
| The draft is in need of major revisions. A meeting with the PI to discuss the comments provided and submission of a revised report is requested. |  |  |
| **Additional Comments:** |  |
| **Reviewer:** |  | **Division:** |  | **Date:** |  |

Submit the completed review electronically to: TDOT.Research@tn.gov

**A copy of this evaluation form will be provided to the PI along with the requested revisions. Once the draft is considered acceptable, submit the draft report along with the completed evaluation form to the Research Office. Copies of marked-up pages from the draft documents may also be submitted to the Research Office**

**Part III: To be completed by Research Office staff.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Factors** | **Guidelines** | **Y/N** | **Comments** |
| **Cover Page** | 1. Is all the requested information on the cover page included?
 |  |  |
| **Disclaimer** | 1. Does the disclaimer language remain unchanged?
 |  |  |
| 1. Are the RES number and title included?
 |  |  |
| **TRDP** | 1. Is the Technical Report Documentation Page completed as required by FHWA?
 |  |  |
| **Acknowledgement** | 1. Are acknowledgements appropriately noted?
 |  |  |
| **Executive Summary** | 1. Does the executive summary not exceed 5 pages?
 |  |  |
| **Table of Contents** | 1. Does the table of contents include section titles, references, and appendix titles?
 |  |  |
| 1. Is the table of contents appropriately linked?
 |  |  |
| 1. Does the report include a list of tables and figures?
 |  |  |
| 1. Are the list of tables and figures appropriately linked?
 |  |  |
| **Report Body** | 1. Does the report follow the required format: Introduction, Literature Review, Methodology, Results and Discussion, Conclusion?
 |  |  |
| 1. Does the body of the report include the data collected, analyses performed, conclusions, and recommendations as required by FHWA?
 |  |  |
| **References** | 1. Are all references cited properly and listed in the references section?
 |  |  |
| 1. Is APA style or IEEE style used for references?
 |  |  |
| **Tables & Figures** | 1. Are all tables and figures appropriately numbered (i.e. Table 1.1, Figures 2.1, etc.) and titled?
 |  |  |
| 1. Are all tables and figures referenced in the appropriate place in the text?
 |  |  |
| 1. Do all graphs have labeled y- and x-axes?
 |  |  |
| **Formatting & Grammar** | 1. Does the report utilize the required final report template?
 |  |  |
| 1. Is the report free of grammatical errors? (Fewer than 5 errors)
 |  |  |
| 1. Does the report primarily use past tense?
 |  |  |
| 1. Does the body of the report not exceed 50 pages, single spaced? If the limit is exceeded, was prior approval received from Lead Staff?
 |  |  |
| 1. Does the report adhere to accessibility requirements as outlined in Section 508 of the Rehabilitation Act of 1973? See the *Section 508 Accessibility Checklist.*
 |  |  |

|  |
| --- |
| **Additional Comments** |
|  |
| **Reviewer:** |  | **Date:** |  |