**Guidance for CSCRS Research Project Closeout Process**

*This document maps out the general CSCRS research project closeout process. For specific questions/issues, please contact Nancy Lefler, Business Manager,* [*lefler@hsrc.unc.edu*](mailto:lefler@hsrc.unc.edu)*, 919-843-5606.*

**Project end date is key**

The CSCRS *project end date* is very important as it starts the count down for several other project closeout related items and tasks, including publishing final reports, deliverables and data sets on CSCRS websites and updating federal research databases.

**Deadlines**

These due dates are firm because the CSCRS contract requires that all final deliverables and materials related to research projects MUST be published/posted 60 days after the project end date.

|  |  |
| --- | --- |
| **CSCRS final project deliverable(s)/material(s)** | **Due** |
| Draft final report and all deliverables (outlined in project work plan)\* | On *project end date* |
| Final data sets for archiving (outlined in project DMP)\*\* | 30 days after *project end date* |
| Edited final report (addressing peer feedback) | 45 days after *project end date* |

*\* The expectation is that all PIs are responsible for ensuring final materials are submitted in publish-ready format (including editing, formatting and content). This aspect of PI quality control will be considered in all rounds of future proposal review.*

*\*\*A final data set information form will be provided to PIs by project end dates for completion and submission 30 days after project end dates.*

*Peer review process for final reports*

One CSCRS Associate Director and one senior UNC research staff member will perform a technical review of draft final reports and provide feedback to PIs (through CSCRS, [info@roadsafety.unc.edu](mailto:info@roadsafety.unc.edu)) within 30 days. PIs will have two weeks to integrate feedback into edited final report, which is due to CSCRS 45 days after project end date via [info@roadsafety.unc.edu](mailto:info@roadsafety.unc.edu).

*No-cost time extensions*

If you anticipate you will not be able to meet the final project deadline, you must officially request a no-cost time extension via email to Nancy Lefler ([lefler@hsrc.unc.edu](mailto:lefler@hsrc.unc.edu)). The request should include a brief explanation about why the extension is necessary, as well as how much additional time is requested. To the extent possible, please notify Nancy no later than 30 days before the initial project end date if an extension is needed.

**Submission process**

All required project closeout deliverables/materials should be submitted on-time by email to: [info@roadsafety.unc.edu](mailto:info@roadsafety.unc.edu). *(This includes communicating your plan to accommodate for the transfer of large files/data sets.)* Additional correspondence may be required and will be handled on a project-by-project basis with various project staff.

**Details about final deliverables**

CSCRS projects require the following three deliverables at the time of project closeout:

1. A draft final report
2. A summary PowerPoint presentation on CSCRS template (~20-30 minutes)
3. An edited final report

PLUS any final project specific deliverables outlined in the work plan and data management plan.

*Specifications for final reports*

* USDOT grant requirements stipulate the following: “Final research reports must give a complete description of the problem, approach, methodology, findings, conclusions, and recommendations developed as a result of the project and must completely document all data gathered, analyses performed, and results achieved.” In particular, CSCRS requires the following report elements as appropriate:
  + Abstract (250-word limit)
  + Table of Contents
  + List of Figures
  + List of Tables
  + List of Abbreviations, Acronyms, Key Terms, etc. (optional)
  + Main body – may include project background, an introduction, research methods, findings, discussion, conclusions
  + Executive summary (2-page limit)
  + Acknowledgements (if any)
  + References
  + Appendices (if any)
* Please follow general format and style guidelines laid out in the final report template and the style guide, available at [www.roadsafety.unc.edu/reporting](http://www.roadsafety.unc.edu/reporting).
* The title cover page will be designed by CSCRS staff for consistency across all CSCRS-funded projects. Please provide all content that should be included on the title page:
  + Project title
  + Author names and affiliations/organizations in the preferred order of authorship
  + Month and year of project completion
  + Additional sponsors (if any)
* The inside of the front cover must show a disclaimer including the following:

DISCLAIMER

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* As with all CSCRS project supported materials, the inside of the front cover must also include this language:   
  This project was supported by the Collaborative Sciences Center for Road Safety, www.roadsafety.unc.edu, a U.S. Department of Transportation National University Transportation Center promoting safety.

**Questions**

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