**NURail Project Report Management Process**

1. **PI submits project proposal (proposal form available on NURail website), at least 90\* days before project start, to the Research Program Coordinator (RPC). The RPC acknowledges receipt of the proposal and then forwards it to the NURail Associate Director for Research (ADR) if it is a research or technology transfer project or to the Associate Director for Education (ADE) if it is an education or workforce development project.**

Responsibilities:

1. PI responsible for developing project proposal and sending to RPC
2. RPC responsible for acknowledging receipt of proposal
3. RPC distributes project proposal to ADR and ADE
4. **Associate Director of Research (ADR) or Associate Director of Education (ADE) submits project proposal to TAC, or other external reviewers, for review within 15 days after receiving project proposal from PI.**

Responsibilities:

1. ADR or ADE responsible for submitting project proposal to reviewers no later than 15 days after NURail receives from PI
2. **TAC, or other external reviewers, complete project review and submits comments within 30 days and project added to the “active projects” list with start and end dates and status/report submittal status (Google Sheet)**

Responsibilities:

1. TAC, or other external reviewers, responsible for completing project review and submitting to ADR or ADE within 30 days
2. ADR and ADE responsible for providing PIs with external reviews
3. NURail Research Program Coordinator responsible for adding project to “active project list” (Google spreadsheet)
4. **PI completes a project description form (see Exhibit F, Grant Deliverable and Requirements for UTC Grants) within 15 days after a project has been officially added to the active projects list. The project description form will be made available online as a Google form.**

Responsibilities:

1. RPC responsible for providing PI with link to Google form (as soon as project added to active project list).
2. PI responsible for completing the project description within 15 days after the request from the RPC.

**\* NOTE: all deadlines listed are calendar days**

1. **RPC is responsible for uploading the project description to the TRB’s Research in Progress (RiP) database and posting it on the NURail website within 15 days after the project description has been completed by the PI.**

Responsibilities:

1. RPC responsible for submitting project description to RiP database and posting to the NURail website within 15 days after receipt of document from PI
2. **PI is responsible for updating the project description Google form for the NURail website and providing a brief project status report, coincident with the Center’s semi-annual reports (PPPR), until the project is complete**

Responsibilities:

1. RPC is responsible for sending the PI a reminder to update the project description and provide a status report 30 days before they are due.
2. PI is responsible for updating the project description and providing a status report within 15 days after request from the RPC.
3. RPC is responsible for posting the updated project descriptions to the NURail website and including the status report information into the “active projects” Google spreadsheet.
4. **PI is responsible for submitting a draft of the final report to the RPC and MD within 60 days of the project end date. Interim reports are due within 60 days of the end of the first grant.**

Responsibilities:

1. RPC monitors the “active projects” Google spreadsheet and sends a reminder to the PI about the due date for draft of final report
2. PI is responsible for submitting the draft of the final report (or interim report) to the RPC and MD within 60 days after the project end date. **NOTE: If the project is to be continued on the NURail13 Grant the PI is responsible for submitting an interim report within 60 days of the end of the first grant (NURail11).**
3. The RPC is responsible for sending a reminder and request for clarification to the PI if there is no submittal of the draft of the final report (or interim report) within 60 days of the project end date. **NOTE: If a project extension is desired, the PI is responsible for submitting an extension request to the RPC and MD within 15 days of the original project end-date that includes a revised end date and a justification for the extension.**
4. The RPC is responsible for submitting the draft of the final report or interim reports to the ADR or ADE for their reviews.
5. **The ADR and ADE are responsible for organizing and conducting report reviews within 15 days after receiving the report and PI is responsible for addressing requests for modifications within 30 days after receiving review comments.**

Responsibilities:

1. The ADR or ADE are responsible for working with their respective research or education subcommittees and technical editors to complete the reviews within 15 days after receiving the drafts from the RPC.
2. PI is responsible for addressing requests for modifications to the draft project reports (or interim reports) and submitting final versions of these reports to the RPC and MD within 30 days after requests for modifications.
3. **RPC is responsible for posting the final report to the NURail website and providing TRB and other US DOT publications repositories with the URL of the full text of the final report and/or an electronic version of the report within 60 days after receiving the final report from the PI.**

Responsibilities:

1. RPC responsible for posting the final report to the NURail website
2. RPC responsible for notifhing the Transportation Research Board (TRB) of the URL of the full text of the report so that the report may be indexed and abstracted in TRB’s Transportation Research International Documentation Database (TRID). Notification should be made by e-mail to TRIS-TRB@nas.edu. For help with TRID, contact Lisa Loyo, TRB’s Manager of Information Services, lloyo@nas.edu
3. RPC responsible for transmitting the report electronically to the National Transportation Library at NTLDigitalSubmissions@dot.gov. E-mails to this address may include URLs or attached PDF documents.
4. RPC responsible for providing to the USDOT Research Hub the exact title of the project and the URL for the final report via the Research.Hub@dot.gov e-mail.
5. RPC responsible for distributing each final report in the format noted to the following addresses:
6. Transportation Library

Northwestern University

1970 Campus Drive

Evanston, IL 60208-2300

(Submit on CD)

1. Susan.Dresley@dot.gov

Volpe National Transportation Systems Center

U.S. Department of Transportation

(Send URL via e-mail)

1. FHWAlibrary@dot.gov

FHWA Research Library

Turner-Fairbank Highway Research Center

(Send URL)

1. input@ntis.gov

U.S. Department of Commerce

National Technical Information Service

(Send URL or PDF via e-mail)

**Report Management Process Flow Chart**

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