

# Reporting Requirements for the New England UTC Principal Investigators

Following are the official DOT Reporting Requirements for which each UTC Principal Investigator is responsible for once awarded a UTC Research or Education project. Note that each PI will be contacted for the required submissions. These proceed throughout the life of our UTC grants.

Our current UTC grant is for Year 25:

UTC Year 25: October 2013 to September 2017

## Project Description

*(every 6 months during the life of the grant)*

These are brief 3-4 page reports and must be submitted on the template provided:

- Once at the beginning of the grant and every 6 months thereafter

## Program Progress Performance Report (PPPR)

*(every 6 months during the life of the grant)*

These multi-page narrative reports comprise 6-month reporting periods and must be submitted on the template provided:

- For the Year 25 grant period: each April and October (for the preceding 6 months)

## Performance Indicators

*(every 12 months during the life of the grant)*

These 2-page statistical reports comprise 12-month reporting periods and must be submitted on the template provided:

- For the Year 25 grant period: each October (for the preceding 12 months)

## Final Reports

*(once at the completion of your research or education project)*

These 2-page summary reports must give a complete description of the problem, approach, methodology, findings, conclusions, recommendations developed as a result of the project and shall completely document all data gathered, analyses performed, and results achieved:

- Please see [URL] for a complete description of the UTC Final Report submission rules