

IDEA Report Guidelines

Section 1.0 Contract Deliverables

The contractor shall submit written reports at specified times during the performance of the IDEA investigation. Contract Section I, Article V: Reports and Deliverables, identifies the reporting requirements and Article VIII: Fixed Price Payments, identifies the types of reports to be submitted and details the report submission schedule. There are four types of IDEA reports:

1. Quarterly Progress reports
2. Stage reports
3. Annual project summaries
4. Final reports.

These report types are described in detail in sections 1.2 through 1.5 below.

Selected final reports, excerpts from the stage reports, and annual project summaries may be published by the TRB-IDEA Program. The contractor shall obtain publication rights for all photographs, graphics, tables, illustrations, and substantial quotes from materials not produced by the contractor that are included in these reports so that they can be published by TRB. The National Research Council recommends that contractors not include proprietary information they do not want disclosed or published in any of the IDEA reports.

1.1 Report Distribution

Electronic copies of all reports shall be sent to the IDEA Program Officer and the IDEA advisor designated by IDEA Program for the project. Electronic copies of the reports should also be sent to the expert panel set up by the principal investigator.

1.2 Quarterly Progress Reports

Each quarterly progress report shall provide the following table showing the amount of work completed for each task in work plan at the beginning of the report

Amount of Work Accomplished by Tasks

	Tasks	% Completed
	Stage 1. XXXXXXXXXXXX	
Task 1	Hold a project kickoff meeting	%
Task	%
Task	%

Task ...	Write stage 1 report and hold a panel meeting	%
	Stage 2: XXXXXXXXXXXX	
Task	%
Task	%
Task	%
Task ...	Write final report and hold a panel meeting	%

Quarterly progress reports shall briefly highlight task accomplishments and summarize technical progress made during the reporting period. Issues that may impact the project delivery schedule or final results should also be described. These reports should be 3-5 pages in length (including figures and graphs). The first paragraph (about half page) under the heading, **Accomplishments during This Quarter**, should summarize work performed and finding made or conclusions reached during that quarter. The remaining pages under the heading, **Work Performed in This Quarter** should describe the work done in some detail and also discuss any issues encountered and resolved. Quarterly progress reports will be used to evaluate research progress and also to approve invoices for quarterly payments. While there is no specific format for quarterly progress reports, the above-noted guidelines should be followed.

1.3 Stage Reports

Stage reports shall describe technical progress for each stage of project activity and will replace the quarterly progress report for that quarter. The reports should be 10-15 pages in length, and the first paragraph (about half page) under the heading, **Accomplishments during This Stage**, should summarize accomplishment made during that particular stage. The level of detail provided in the remaining pages under the heading, **Work Performed in this Stage**, should be sufficient to demonstrate that all tasks specified for that stage in the contract have been completed.

Technical or operational issues that need to be addressed to ensure successful development and evaluation of the IDEA product should be identified. If events have occurred that affect the contractor's ability to proceed in accordance with the work plan, a revised work plan should be presented. The IDEA Program Officer will evaluate the stage report before deciding whether to proceed with the next stage. The reports should be sent electronically to the IDEA Program Officer and the project advisor. While there is no specific format for stage reports, they should adhere to the above-noted guidelines. Contractors are encouraged to include figures, graphics, and quantitative results where feasible. (Refer to Section 1.0 regarding publication rights.)

1.4 Annual Project Summaries

Each year the IDEA Program Office publishes summaries of IDEA projects active during that year in its annual publication, **New IDEAS for Highway Systems**. The contractor will be required to submit an annual project summary, which will be edited for inclusion in this publication. The contractor will be notified in writing of the schedule for submitting this report. Examples of annual project summaries can be found in the previous year's report that is posted on the TRB IDEA website. Project summaries, written in MS Word, should reflect the appropriate stage of the project's development, should be 2 pages long, and contain the following sections:

- *IDEA Concept and Product*: Describe the product that will result from the investigation in terms of new capabilities and potential impact on transportation practice. Highlight the principles of the innovation and describe the technical basis and uniqueness of the IDEA product for application to practice.
- *Project Results (or Planned Investigation)*: Describe steps taken in the project to develop the IDEA product. Any interesting or unexpected results that significantly affected the investigation, either positively or negatively, should be discussed.
- *Product Payoff Potential*: Describe how the product would be beneficial for highway applications and what its potential is for cost savings to highway agencies.
- *Product Transfer*: Report on plans for application or potential implementation of the IDEA result or product and on any collaborative or cooperative activities with potential users of the IDEA product that may have developed.

For new submitters, the IDEA Program Office will provide a write-up from one of the previous annual reports to serve as an example in addition to the specific format for preparing their summaries. Others will be provided their previous year's write-ups for updating with new information and findings during the current year.

The authors should include at least one or two figures showing the actual product or illustrating the product concept or investigation. The summaries should be submitted electronically to the IDEA Program Officer in MS Word format.

1.5 Final Report

The final report is a comprehensive description of the IDEA project including a description of the

technical progress made during the investigation, the innovation and impact of the investigation, and IDEA product results. **Before the draft final report is submitted to the IDEA Program Office, the contractor shall send the report to the expert panel for review and revise the draft report based on the expert panel's comments. The draft report then shall be submitted as PDF to the IDEA Program Officer at least 60 days before the final report delivery date (which is also the contract expiration date).** The IDEA Program Officer will send the draft report to the IDEA Program Committee for review for technical content, level of detail, and appropriateness and validity of findings and conclusions. The contractor shall revise and finalize the report based on the Committee's review comments before submitting it to the IDEA Program Officer.

Section 2.0 Guidelines for Final Report

At contract completion, the contractor shall submit a final report to the IDEA Program Office. The revised final report should be submitted electronically to the IDEA Program Officer in MS Word format. The report shall not exceed 50 single-spaced pages, including figures, graphics, photographs, and appendices. TRB will accept the final report when it has been determined that both the editorial and substantive comments have been addressed. **The draft final report to be submitted to the IDEA Program for review shall be typed with 1.5 spacing (font size 12, Times Roman).**

2.1 Final Report Content Specifications

The contractor shall prepare the final report in accordance with the format and layout specifications described in this section.

2.1.1 Title Page

The title page shall include the following fields in an attractive format:

Project Title

IDEA Program Final Report

Contract/Project Number

Prepared for the IDEA Program
Transportation Research Board

The National Academies

Name of Principal Investigator

Affiliation

Submittal Date

2.1.2 Acknowledgements

On a separate page, the contractor may acknowledge and give credit to those who provided technical advice, assistance, or guidance during the course of the project.

2.1.3 Table of Contents, Page Numbering

A table of contents page, with subheading indented, shall be provided. Page numbering should begin with the executive summary, should be continuous, and should be centered on the bottom of each page.

2.1.4 Executive Summary

The executive summary of the final report shall be a maximum of two typed pages of text, shall describe the concept or innovation, and shall provide a clear, concise summary of project accomplishments and products or results. Significant breakthroughs or new findings should be highlighted. The executive summary should describe the project in terminology that a wide cross-section of the transportation community can readily understand. Contractors are encouraged to include graphics and photographs to enhance communication on IDEA products and results. TRB reserves the right to publish excerpts from the executive summary or, in selected cases, the entire executive summary including graphics and photographs.

2.1.5 Body

The body of the final report shall provide a description of the IDEA project explained within the context of the project scope and desired goals and objectives. Emphasis shall be on the product and practical application of IDEA results. The body of the final report should contain the following sections:

- *IDEA Product:* Describe the product that will result from the investigation in terms of new capabilities and potential impact on transportation practice.
- *Concept and Innovation:* Highlight the principles of the innovation and describe the technical basis and uniqueness of the IDEA product for application to practice.
- *Investigation:* Describe steps taken in the project to develop the IDEA product. Any

interesting or unexpected data that significantly affected the investigation, either positively or negatively, should also be discussed.

- *Plans for Implementation:* Report on plans for application or potential implementation of the IDEA result or product and on any collaborative or cooperative activities with potential users of the developed IDEA product.

2.1.6 Conclusions

The contractor shall discuss how the results of the investigation of this IDEA concept expand the knowledge base of the transportation community. This could include the “lessons learned” during the investigation and an evaluation of the potential of the product to contribute to significant breakthroughs in transportation practice. The contractor should identify a clear path for achieving implementation of project results or product application.

2.1.7 Investigators’ Profiles

This optional section may be included to describe related experience and capabilities of the project team. Significant subcontractors should be mentioned and given credit for their work. This section shall be brief and should enhance the project team’s credibility by highlighting its unique resources.

2.1.8 Glossary and References

The contractor should include a glossary, if necessary, to define technical terms and a list of references when appropriate. Include only references cited in the text. Examples of the format for citations are provided in Section 2.2.

2.1.9 Appendix: Research Results

At the end of the report a two page write-up will be provided as an appendix describing what need the project addressed, what the goal was, what the research accomplished, and what benefits it offered to DOTs. This write-up will follow the format and headings/subheadings used by the California DOT to publicize its research results as shown in the provided examples accessible through the link: <http://onlinepubs.trb.org/onlinepubs/IDEA/template.pdf>.

2.2 Final Report Format Specifications

The TRB editing format standards described below shall be followed in preparation of all final reports. Issues not addressed here should be formatted in accordance with *The Chicago Manual of Style*, 16th ed. University of Chicago Press, 2010.

Font

Text 11 pt Times Roman

Chapter titles 12 pt Times Roman, bold, all capital letters
Figure captions 11 pt Times Roman, bold

Example: **FIGURE 1 Core of transverse cracks.**

Tables 11 pt Times Roman

Table titles 11 pt Times Roman, initial capitals and lowercase

Example: TABLE 1 Pavement Conditions

Heads

Type all heads flush left. Leave two lines of space above and one line below all heads.

Chapter **12 pt Times Roman, bold, ALL CAPITAL LETTERS**

First Subhead **11 pt Times Roman, bold, ALL CAPITAL LETTERS**

Second Subhead **11 pt Times Roman, bold, Initial Capitals and Lower Case**

Third Subhead *11 pt Times Roman, italic, Initial Capitals and Lowercase*

Fourth Subhead 11 pt Times Roman, Initial Capitals and Lowercase

Justification

Justify text, which should be in one column, but not chapter titles, heads, table titles, or figure captions.

Paragraphs

Indent three spaces (use tab) except first paragraph under title or subhead.

Page Numbers

Number each page at the bottom, centered, page only (no chapter number).

Margins

Left and right 1 in.

Top 1 in.

Bottom 1 in.

Footnotes

Useful information is usually best presented in the text; where a footnote is unavoidable, put it at the end of the chapter.

Abbreviations, Acronyms, and Symbols

Define fully at the first appearance in text: Transportation Research Board (TRB).

References

Number in the order first cited in text. Denote a reference in the text by an italic numeral in parentheses, e.g., (2). For multiple citations, repeat the number assigned. Examples of reference types are as follows:

- Book** D. Shinar. *Psychology on the Road: The Human Factor in Traffic Safety*. John Wiley and Sons., Inc., New York, 1978.
- Periodical** J.K. Jolliffe and T.P. Hutchinson. A Behavioral Explanation of the Association between Bus and Passenger Arrivals at a Bus Stop (in Japanese). *Transportation Science*, Vol. V9, No. 3, May 1975, pp. 248–282.
- Report** B.J. Dempsey. *Climatic Effects of Airport Pavement Systems: State of the Art*. Report DOT2DRD-75-196. FHWA, U.S. Department of Transportation, 1976.