PROJECT CLOSING & COMPLETED PROJECT PROCESS

To close your research project, please complete the following actions:

- A final report, using the TIDC final report template located on the PI-Toolbox page, needs to be submitted no later than 30 days after the completion of the research phase of the project. There is no page limit, but all labeled sections must be completed. You may add sections as needed to address any additional findings and/or data for your report. Areas for adding sections are indicated in the final report template.

  The final report template includes a Technical Report Documentation page required by the Federal Government. Some of the required items are not applicable to TIDC or are assigned by TIDC or the USDOT upon submission. We have identified those areas below:

  1. Item 1. Report No.: Will be assigned by TIDC upon report submission.
  2. Item 2. Government Accession No: Will be assigned by the Federal Gov upon submission.
  3. Item 3. Recipient Catalog No.: Will be assigned by the Federal Gov upon submission.
  4. Item 6. Performing Organization Code: Does not apply to us, leave blank.
  5. Item 8. Performing Organization Report No.: If your university assigns report numbers, you would put it here, otherwise leave it blank.
  6. Item 10. Work Unit No. (TRAIS): Does not apply to us, leave blank.
  7. Item 12. Sponsoring Agency Name and Address: Transportation Infrastructure Durability Center, ASCC, University of Maine, 35 Flagstaff Rd., Orono, Maine
  8. Item 14. Sponsoring Agency Code: Leave blank

- Upon acceptance of the final report submission, TIDC will post them to the TIDC website. Additionally, we are required to submit them to the Transportation Library, the Volpe National Transportation Systems Center, the Federal Highway Administration Research Library, and the National Technical Information Service.

- A final quarterly report will need to be submitted along with an updated UTC Info Sheet that lists the actual end date, final project cost, and any actual implementation or impacts at the bottom of the sheet.

Completed Project Requirements:

All TIDC-funded research projects are required to submit a semi-annual report for the life of the TIDC grant funding, as required by the USDOT. The reports are due in September and March and allow us to track any new outputs, outcomes, and impacts following the completion of your work. (You can either send an update using the template on the PI-Toolbox page, or a Google Sheet can be created for you to complete.)