Final Report Guidelines & Template

(Version 4, February 20, 2020)

**GENERAL INFORMATION**

This document has been created to provide guidance on how to prepare and structure a STRIDE report. The STRIDE Center’s research report production process includes a draft final report, which undergoes a rigorous external review, with the eventual delivery of a final/technical report. The lead Principal Investigator (PI) of each STRIDE grant-funded project is required to prepare and/or oversee the preparation of their draft and final/technical reports.

STRIDE draft final reports are **due three months before the project’s completion date** to allow for the STRIDE Center’s peer review process. The draft final report **should not** be considered a rough draft; it should be a publication-ready, high-quality, well-written report. The draft final is to be sent as a **MS Word .doc file** to the STRIDE Research Coordinator (Ines Aviles-Spadoni) at [iaviles@ce.ufl.edu](mailto:iaviles@ce.ufl.edu) with a copy to the STRIDE Assistant (Amy Fu) at [StrideAdmin@essie.ufl.edu](mailto:StrideAdmin@essie.ufl.edu). It is recommended that the organization of the report follow the outline in the Table of Contents (see page vii). However, we do realize that each research project is unique and therefore STRIDE will allow slight modifications to the structure of the report.

Comments from the peer-reviews will be made available to the lead PI (the feedback/comments will be anonymous). It is the responsibility of the lead researcher to incorporate feedback into the final report. A separate document addressing each and every comment is required and must be sent in along with the final report.

Final reports must be submitted as a **MS Word .doc file**. Principal investigators must ensure that final reports conform to the federally mandated 508 Compliance requirements for accessibility. We have posted resources related to this requirement on the [Researcher Toolbox page](https://stride.ce.ufl.edu/stride-research/deliverables/). STRIDE will conduct a quick non-technical review for grammar, formatting. STRIDE will ask the lead PI to conduct another round of edits if significant errors are found before the final report is delivered.

All final reports will be posted on the STRIDE Center’s Research page. The status of the project will be changed from “Active” to “Completed” in the TRB’s Research in Progress (RiP) database. Also, as required by the STRIDE Center’s grant funding agency (USDOT Office of the Assistant Secretary for Research and Technology – USDOT/OST-R), a link (URL) of the report from the STRIDE website will be sent to various entities such as the National Transportation Library, TRIS-TRB, the Research Hub at USDOT, Volpe National Transportation Systems Center, FHWA Research Library, and the National Technical Information Service.

Final reports are a requirement of the STRIDE Center and USDOT/OST-R. Delays or failure to submit a final report will negatively affect the consideration of funding of future proposal submitted by the PI to the STRIDE Center.

**General Formatting Style Requirements**

1. Page setup for standard 8.5” x 11”
   * Margins – 1” top, bottom, right, left
   * Header and footer – 0.5” (page number included in the footer)
2. Font style: Use Calibri (12 point size)
3. Text settings: Left alignment
4. Text line spacing: Single space body; double space between paragraphs
5. No blank pages in the report.
6. No single lines of a paragraph at the bottom or top of a page. These are known as “windows” and “orphans.”
7. Make sure to define abbreviations and acronyms on first occurrence in the abstract, executive summary and main body of report. If your report contains many abbreviations, please include a list of these in the appendix.
8. For numbers nine or less, please spell out, and use numerals when 10 or greater.
9. For table(s) that span the length of more than one page, please make sure to include titles and headings
10. For in-text citations provide (Last Name of Author Year) or (Last Name et al. Year)

\*\*\*Please delete highlighted instructions before submitting.

**­­­­COVER PAGE**

STRIDE Center staff will generate a cover page before sending it out for peer-review. Please provide the Title of your report highlighted below.

Title:

# DISCLAIMER

*[The statement below is required.]*

*The contents of this report reflect the views of the authors, who are responsible for the facts and the accuracy of the information presented herein. This document is disseminated in the interest of information exchange. The report is funded, partially or entirely, by a grant from the U.S. Department of Transportation’s University Transportation Centers Program. However, the U.S. Government assumes no liability for the contents or use thereof.*

# ACKNOWLEDGEMENT OF SPONSORSHIP AND STAKEHOLDERS

*[Acknowledge the STRIDE Center’s sponsorship as:*

*This work was sponsored by a grant from the Southeastern Transportation Research, Innovation, Development, and Education Center (STRIDE).*

*You can also acknowledge any other significant contributors to this study.]*

Funding Agreement Number - 69A3551747104 [This number is permanent and required by USDOT on each final report.]

# LIST OF AUTHORS

*[This section should include the Lead PI, co-PI(s) and other researchers directly associated with this project. List the authors in the format highlighted below.]*

Lead PI:

*Name, Degree  
Organization/Affiliation  
Email address  
ORCID Number*

Co-PI:

*Name, Degree  
Organization/Affiliation  
Email address  
ORCID Number*

Additional Researchers:

*Name, Degree  
Organization/Affiliation  
Email address  
ORCID Number*

TABLE OF CONTENTS

[After you paste your content into the file, corresponding page numbers will change once you update this table.]

[DISCLAIMER v](#_Toc7432957)

[ACKNOWLEDGEMENT OF SPONSORSHIP AND STAKEHOLDERS v](#_Toc7432958)

[LIST OF AUTHORS vi](#_Toc7432959)

[LIST OF FIGURES viii](#_Toc7432960)

[LIST OF TABLES ix](#_Toc7432961)

[ABSTRACT x](#_Toc7432962)

[EXECUTIVE SUMMARY xi](#_Toc7432963)

[1.0 INTRODUCTION 12](#_Toc7432964)

[1.1 OBJECTIVE 12](#_Toc7432965)

[1.2 SCOPE 12](#_Toc7432966)

[2.0 LITERATURE REVIEW 13](#_Toc7432967)

[3.0 METHODOLOGY or TASK(s) 13](#_Toc7432968)

[3.1 Section heading (Heading 2) 13](#_Toc7432969)

[3.1.1 Section heading (Heading 3) 13](#_Toc7432970)

[4.0 RESULTS 13](#_Toc7432971)

[4.1 Section heading (Heading 2) 13](#_Toc7432972)

[4.1.1 Section heading (Heading 3) 13](#_Toc7432973)

[5.0 CONCLUSION 15](#_Toc7432974)

[6.0 RECOMMENDATIONS 16](#_Toc7432975)

[7.0 REFERENCE LIST 17](#_Toc7432976)

[8.0 APPENDICES 18](#_Toc7432977)

[8.1 Appendix A – Acronyms, abbreviations, etc. 18](#_Toc7432978)

[8.2 Appendix B – Associated websites, data, etc., produced 18](#_Toc7432979)

[8.3 Appendix C – Summary of Accomplishments 18](#_Toc7432980)

# LIST OF FIGURES

[This page may be omitted if there are no figures. Otherwise, use the table of figures function under “Insert” to create.]

# LIST OF TABLES

[This page may be omitted if there are no tables. Otherwise, use the table of figures function under “Insert” to create.]

# ABSTRACT

[Enter the abstract here. This should be no longer than 500 words, include goal of study, research problem(s), design of study, major findings.]

Keywords (up to 5):   
[Placed under abstract]

# EXECUTIVE SUMMARY

[Enter the report executive summary here. This should be no more than one page in length, written in **NON-TECHNICAL LANGUAGE**. Please address the following:

1. purpose and findings of the project;
2. describe what was produced and how it will be used;
3. discuss the potential impacts, and
4. provide a summary of recommendations for future research, if applicable.]

# 1.0 INTRODUCTION

[Provide information related to the topic of this project, provide background and context, the purpose for conducting this research.]

## 1.1 OBJECTIVE

[Describe the goal(s) of the research project in this section.]

## 1.2 SCOPE

[Describe the scope of the research project in this section.]

# 2.0 LITERATURE REVIEW

# 3.0 METHODOLOGY or TASK(s)

[Main titles should be formatted with Heading 1. Subsequent sections should be formatted with Heading 2, Heading 3, etc. as needed as well as indented. See page 14 for projects with multiple tasks. ]

## 3.1 Section heading (Heading 2)

Enter body text here. Enter body text here. Enter body text here. Enter body text here. Enter body text here. Enter body text here. Enter body text here. Enter body text here. Enter body text here. Enter body text here. Enter body text here. Enter body text here. Enter body text here. Enter body text here.

### 3.1.1 Section heading (Heading 3)

Enter body text here. Enter body text here. Enter body text here. Enter body text here. Enter body text here. Enter body text here. Enter body text here. Enter body text here. Enter body text here. Enter body text here. Enter body text here. Enter body text here. Enter body text here. Enter body text here

# 4.0 RESULTS

[In this section, it is important to provide a clear and comprehensive analysis of the core findings in your study derived from the other parts of this report. It is important that this section answers the question: “What did you find or discover as a result of your research?” Break up this section into various levels/subheadings as necessary (see below) to present your information.]

[Main titles should be formatted with Heading 1. Subsequent sections should be formatted with Heading 2, Heading 3, etc. as needed as well as indented.]

## 4.1 Section heading (Heading 2)

Enter body text here. Enter body text here. Enter body text here. Enter body text here. Enter body text here. Enter body text here. Enter body text here. Enter body text here. Enter body text here. Enter body text here. Enter body text here. Enter body text here. Enter body text here. Enter body text here.

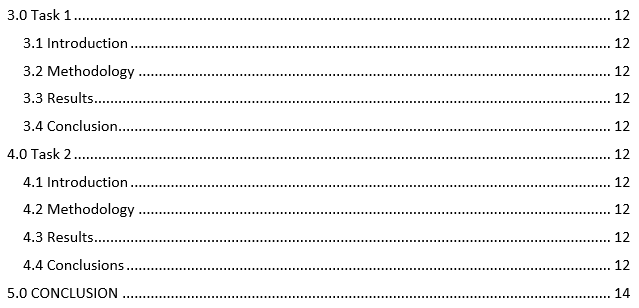
### 4.1.1 Section heading (Heading 3)

Enter body text here. Enter body text here. Enter body text here. Enter body text here. Enter body text here. Enter body text here. Enter body text here. Enter body text here. Enter body text here. Enter body text here. Enter body text here. Enter body text here. Enter body text here. Enter body text here.

**NOTE: Projects with Multiple Tasks**

[If your project has multiple tasks with different methodologies, you can break each one out with their own Introduction, Methodology, Results, and Conclusions.]

Here is an example:



# 5.0 CONCLUSION

[This conclusion should cover the entire project. If there were multiple, distinct tasks, this section should provide a comprehensive conclusion. Describe the broader impacts of this research and/or products produced.]

# 6.0 RECOMMENDATIONS

[We would prefer for this section to be separate from the conclusion so that the author(s) can describe or propose potential future work or course of action on this topic.]

# 7.0 REFERENCE LIST

[This list appears at the end of your report. References should appear as a numbered list. Below are suggestions for acceptable reference citations mostly borrowed from TRB.

For in-text citations provide (Last Name of Author Year) or (Last Name et al. Year).]

TRB Publication

1. Dewan, S. A., and R. E. Smith. Creating Asset Management Reports from a Local Agency

Pavement Management System. Transportation Research Record: Journal of the Transportation

Research Board, 2018. Volume: doi or page range.

1. Morcous, G., K. Wang, P. C. Taylor, and S. P. Shah. NCHRP Report 819: Self-Consolidating

Concrete for Cast-in-Place Bridge Components. Transportation Research Board, Washington, D.C., 2016. http://dx.doi.org/10.17226/23626.

Book

1. Newland, D. E. Random Vibrations: Spectral and Wavelet Analysis. John Wiley & Sons, Inc., New York, 1998

Book Chapter

1. Shunk, G. A. Urban Transportation Systems. In Transportation Planning Handbook (J. D. Edwards, Jr., ed.), Prentice Hall, Englewood Cliffs, N.J., 1992, pp. 88–122

Government Report

1. Von Quintus, H. L., and A. L. Simpson. Documentation of the Back calculation of Layer Parameters for LTPP Test Sections. Publication FHWA-RD-01-113. FHWA, U.S. Department of Transportation, 2002.

Website

1. State and Local Policy Program. Value Pricing. Hubert H. Humphrey Institute of Public Affairs, University of Minnesota, Minneapolis. [www.hhh.umn.edu/centers/slp/vp/vp\_org](http://www.hhh.umn.edu/centers/slp/vp/vp_org). Accessed Feb. 5, 2008.

Other Publications/Journals

1. Sansalone, M., J. M. Lin, and W. B. Street. Determining the Depths of Surface-Opening Cracks Using Impact-Generated Stress Waves and Time-of-Flight Techniques. ACI Materials Journal, 2018. 95: 168–177.

Unpublished Papers

1. Corbett, J. J. Toward Environmental Stewardship: Charting the Course for Marine Transportation. Presented at 83rd Annual Meeting of the Transportation Research Board, Washington, D.C., 2018.

# 8.0 APPENDICES

[Add additional appendices as necessary.]

## 8.1 Appendix A – Acronyms, abbreviations, etc.

## 8.2 Appendix B – Associated websites, data, etc., produced

## 8.3 Appendix C – Summary of Accomplishments

[Copy and paste the table of cumulative accomplishments from the QPR.]