

## Chapter 5. Final Reporting

### 5.1 Federal Requirement for Final Report

According to the U.S. Electronic Code of Federal Regulations:

*RD&T activities [must be documented] through the preparation of final reports. As a minimum, the documentation must include the data collected, analyses performed, conclusions, and recommendations. (CFR 23.420.209.a.6)*

A research project is not complete if a final report has not been satisfactorily delivered by the consultant and accepted by MDOT.

### 5.2 Components

A final report contains the following sections:

1. Title Page
2. Abstract Page, including report number
  - The consultant will secure a report number for the final report by contacting Materials Section Secretary at 517-636-0305 to get an abstract page and a report number. The abstract page will be completed, including the report number, and inserted into the report directly after the title page.
3. Acknowledgment (optional)
4. Table of Contents
5. List of Tables
6. List of Figures
7. Executive Summary
8. Action Plan for Research
9. Introduction
10. Objective
11. Scope
12. Methodology
13. Discussion of Results
14. Conclusions
15. Recommendations for Further Research
16. Recommendations for Implementation
17. List of Acronyms, Abbreviations and Symbols
18. Reference Cited or Bibliography (if applicable)
19. Glossary (optional)
20. Appendix
21. Conversion Table for the U.S. Customary and Metric Units

### 5.3 Format and Style

A well-written report is correct, clear and concise. It communicates all important aspects of the research project to the reader in an effective and professional manner. As noted in 4.1.1.2 of this manual, the consultant will assign a technical editor to the report.

While MDOT does not prescribe a specific format or style guide for all aspects of a final report, the following requirements must be followed:

- Pages of a final report will be numbered
- Text will be at least 12 point in size and in a common font (Times, Arial or an equivalent).
- Acronyms and abbreviations will be spelled out and noted in parentheses for their first

use in a report. For example, “The Office of Research and Best Practices (ORBP) is headquartered in the Van Wagoner Building. ORBP staff are also located at other department facilities in Lansing.”

- All units will be in U.S. customary units. The use of metric units or dual units (metric and U.S.) is not acceptable.
- Figures (including photographs) will be numbered and labeled
- Tables will be numbered and labeled
- Equations will be numbered

Beyond these requirements, the following are useful resources for writing a technical report:

- Scientific and Technical Reports—Preparation, Presentation and Preservation. ANSI/NISO Z39.18-2005. [http://www.techstreet.com/cgi-bin/detail?product\\_id=1262085](http://www.techstreet.com/cgi-bin/detail?product_id=1262085). “Chapter 6. Presentation and Display” includes information on subordination, units, footnotes, tables, etc.
- United States Government Printing Office Style Manual. <http://www.gpoaccess.gov/stylemanual/index.html>

## 5.4 Acceptance

A condition for final payment to the consultant is MDOT’s acceptance of the final report. The report must be accepted by the Research Advisory Panel.

### 5.4.1 Initial Acceptance

Noted in 4.4.1, the RAP and other experts as needed serve as a final report review panel, led by the PM. The RAP determines initial acceptance based on:

- Completeness. Does the report contain all the necessary components, listed in sections 5.1 and 5.2 of this manual?
- Technical merit. Is the research well document and are the findings scientifically rigorous?
- Format and Style. Does the report meet high standards of writing and presentation?

The consultant will make revisions to the final report requested by the RAP until it meets the standards for acceptance.

### 5.4.2 Delivery Criteria

Following initial acceptance consultant will deliver to MDOT the final report in all of the following modes:

*Send to:*

Materials Section Secretary

C&T Building  
8885 Ricks Rd.  
P.O. Box 30049  
Lansing, MI 48909

- 1 master CD of searchable PDF files
- 15 copies of either the searchable PDF files on CDs or printed bound copies
- 1 unbound original final copy

*Send to:*

Librarian  
MDOT - Library - B155  
P.O. Box 30050  
Lansing, MI 48909

- 1 searchable PDF file on CD
- 3 hardbound double-sided copies

*Send to the Project Manager:*

- 1 searchable PDF file on CD
- 3 hardbound double-sided copies

The consultant will also identify the report's technical editor.

### 5.4.3 Final Acceptance

- The RM determines final acceptance based on whether the report is delivered according to all of the criteria listed in 5.3.2. Criteria for deliverables will vary by project: it will include the final report plus any other deliverables described in the contract, such as software, special equipment, and testing data.