



Tran-SET Reporting Requirements [Second-Cycle]

Due Dates

Congratulations on your project award, and welcome to the Tran-SET team!

Table 1 lists each reporting deliverable and corresponding deadline that is required of every project team. Please make note of these deadlines as it is your responsibility to adhere to them.

Table 1. Due Dates for Reporting Requirements.

Deliverable	Frequency/Due Date	Submit To
Progress Reports and Trackers	Quarterly Q1: Not required due to delayed award Q2: 9-17-2018 ¹ Q3: 12-17-2018 ¹ Q4: 3-15-2019 Q5: 6-17-2019 ¹ Q6: 9-16-2019 ¹	Program Manager; Electronically ²
Project-Specific T2 Plan	Bi-Annually Q2: 9-24-2018 (Typically due at end of Q2, but adjusted to give an extra week) Q4: 2-15-2019 ³ (One month before technical phase ends)	T2 Coordinator; Electronically ²
Project Highlight	One-Time Q3: 12-17-2018 ¹	Program Manager; T2 Coordinator; Electronically ²
TRL PI Questionnaire TRL Framing Document	One-Time Q4: 2-15-2019 (One month before technical phase ends)	T2 Coordinator; Electronically ²
TRL Assessment	One-Time Q4: Within one month of the technical phase ending; scheduled on project-by-project basis	T2 Coordinator; Electronically ²
Final Research Report	One-Time Q4: 3-25-2019 ³ (10 days after technical phase ends)	Program Manager; T2 Coordinator; Electronically ²
Implementation Research Report	One-Time Q6: 8-15-2019 ³ (One month before implementation phase ends)	Program Manager; T2 Coordinator; Electronically ²
Project Brief	One-Time Q4: 5-15-2019 (Two months after technical phase ends)	Program Manager; T2 Coordinator; Electronically ²

¹Dates modified to avoid weekends and holidays;

²E-mail to transet@lsu.edu; and

³Additionally, unless otherwise noted, revisions are due within two weeks of receiving comments.

Resources

Instructions for each deliverable is located on Tran-SET's website (<http://transet.lsu.edu/pi-toolbox/>) and in each specific form. Form templates are also located on Tran-SET's website (<http://transet.lsu.edu/pi-toolbox/templates/>) and typically e-mailed directly to the project team.

Please contact Mr. Christopher Melson at cmelson1@lsu.edu or (225) 578-3805 if you have any questions regarding the reporting deliverables.

Adherence to Due Dates

Tran-SET has established the Grantee Performance Assessment System (G-PAS): a defined set of quantitative and qualitative criteria in which the performance of each project team will be evaluated upon. This includes tracking and evaluating the quality and timeliness of every reporting deliverable. The project team's G-PAS assessment/rating will be an important consideration in future award selection.

Furthermore, due to the poor timeliness of first-cycle project deliverables, Tran-SET will be stricter in adhering to reporting deadlines. Tardiness of deliverables is grounds to revoke project funding, and will lead to project cancellation.