Transportation Consortium of South Central States

Solving Emerging Transportation Resiliency, Sustainability, and Economic Challenges through the Use of Innovative Materials and Construction Methods: From Research to Implementation

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 Report [UPDATED]	One-Time Q6: 9-16-2019[1] (Last day of project implementation phase)	Program Manager; T2 Coordinator; Electronically[2]
Project Brief [UPDATED]	One-Time Deliverable no longer required	Program Manager; T2 Coordinator; Electronically[2]

[1]Dates modified to avoid weekends and holidays;
[2]E-mail to transet@lsu.edu; and
[3]Additionally, unless otherwise noted, revisions are due within two weeks of receiving comments.

Resources

Instructions for each deliverable is located on [Tran-SET's website](#) and in each specific form. Form templates are also located on [Tran-SET's website](#) 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.