



Tran-SET Reporting Requirements [Fourth-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
PRC Meeting #1	One-Time Within one month of the project start date; scheduled on project-by-project basis	T2 Coordinator; Electronically ²
PI Questionnaire	Two-Time Initial: 9-01-2020 (In preparation for PRC Meeting #1) Revised: 7-01-2021 (In preparation for PRC Meeting #2)	T2 Coordinator; Electronically ²
Progress Reports and Trackers	Triannual 1: 12-01-2020 2: 4-01-2021 3: 8-02-2021 ¹ 4: 11-01-2021 5: 2-01-2022	Program Manager; Electronically ²
Revised Project-Specific T2 Plan	One-Time 6-01-2021 (Two months before technical phase ends)	T2 Coordinator; Electronically ²
PRC Meeting #2	One-Time Within one month of the technical phase ending; scheduled on project-by-project basis	T2 Coordinator; Electronically ²
Final Research Report	One-Time 8-10-2021 (10 days after technical phase ends)	Program Manager; Electronically ²
Project Highlight	One-Time 9-01-2021 (One month after technical phase ends)	Program Manager; Electronically ²
Implementation Report	One-Time 2-01-2022 (Last day of project implementation phase)	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](#) 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. Momen Mousa at mragab1@lsu.edu or 225-424-9250 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.