



UNITED STATES
DEPARTMENT OF TRANSPORTATION

UTC SEMI-ANNUAL PROGRESS REPORTS

Observations and Recommendations

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BACKGROUND

- The UTC Semi-Annual Progress Report (SAPR) allows for regular reporting on the performance progress of supported research projects, education and workforce development activities, and serves as the basis for reporting progress toward meeting the goals and objectives of your Center's Technology Transfer (T2) Plan.

OBSERVATIONS and RECOMMENDATIONS

■ OBSERVATION:

- Technology Transfer activities are not reported in the proper sections.
Example: reporting a webinar or conference presentation as an impact.

■ RECOMMENDATION:

- Revisit your Technology Transfer Plan to ensure your activities are curated and reported in the proper sections.
 - **OUTPUT** = *Publications, presentations, new methodologies, website(s).*
 - **OUTCOME** = *Increased understanding/awareness of transportation issues; new policies or regulation.*
 - **IMPACT** = *Contributions, accomplishments, changes in behaviors resulting from an outcome.*



OBSERVATIONS and RECOMMENDATIONS

- OBSERVATION:

- Reordering, changing titles and/or deleting sections of a reporting category.

- RECOMMENDATION:

- Review the guidelines set forth in the Grants Deliverables and Reporting Requirements document outlining the prescribed format and structure for organizing the Semi-annual report.



OBSERVATIONS and RECOMMENDATIONS

- OBSERVATION:

- Unable to determine if final reports are being submitted to the repositories listed in the Grants Deliverables and Reporting Requirements document under *Submission of Final Research Reports*.

- RECOMMENDATION:

- Report the submission status of your Final Research Reports under the *Special Reporting Requirements* section.



OBSERVATIONS and RECOMMENDATIONS

- OBSERVATION:

- Entries such as published reports, conference papers, and presentations are carried over from one report to the next.

- RECOMMENDATION:

- Only include published reports, conference papers, and presentations that have taken place during the reporting period.



OBSERVATIONS and RECOMMENDATIONS

- **OBSERVATION:**

- It is useful to note when a peer review of projects has been conducted.

- **RECOMMENDATION:**

- Add a notation under the Accomplishments section about performing a peer review of projects.





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