

## C2SMART Center Requirements for Final Deliverables

### Final Reports

Final Report Drafts for all C2SMART Center projects are due on one month before project's end date on record. These important deliverables are sent to the National Transportation Library and attached to the project record. They are reviewed by the Office of the Assistant Secretary for Research and Technology at USDOT and present a detailed record of research activity conducted using federal funds, and as such, represent an important justification for increased C2SMART Center and University Transportation Center funding. Please adhere to the following guidelines:

#### *Content*

- All final reports should provide sufficient level of detail in the following sections **at the minimum**:
  - Executive Summary
  - Introduction
  - Literature Review/Background Research
  - Methods
  - Description of Data Produced and/or Used/Software Generated
  - Discussion
    - Includes
      - Outputs – What was produced/generated from this research? E.g. publications, datasets, code, or other tool, product, prototype, dashboard, workforce development opportunity etc.
      - Outcomes – What has/will happen as a result of these research outputs? Relevant metrics may include number of views, size of audience, formal partnerships developed, informal partnership conversations initiated, grant funding received. Please be as specific and quantifiable as possible
      - Impacts – What impact to the transportation system will occur due to application of the stated outcomes? Provide quantitative estimates in terms of efficiency gained, time, lives or costs saved, reductions in emissions, etc.
  - Conclusion
  - References
  - Appendices (if relevant)
- Final Reports should **not** duplicate publications but should present a stand-alone detailed record of what research efforts were conducted with USDOT funds. They should present sufficient detail to be interesting and replicable to a reader.

## Section 508 Compliance

A C2SMART Center project manager will assist with formatting your report draft in accordance with [Section 508 compliance, an accessibility requirement for all documents accepted to federal research libraries](#). Please prepare final report drafts for review in the following way:

- No formatting is required but for simple delineation of section breaks (e.g. bold, italic, underline or etc. to indicate change of sections and subsections.)
- Tables should be created with Microsoft Word, **not** be pasted in as images from another publication. Please do **NOT** insert a screenshot of a table into the document.
- All figures should have alt text (Right click image-> Add Alt Text)
  - Alt Text should provide a level of detail sufficient to fully understand the important takeaways from the figure (the reason you included the figure in the report in the first place,) such that a colleague with a vision disability should be able to fully understand the message you are conveying.
    - Acceptable Alt Text: “Sample size remained constant at N = 100 for the first 9 months of the trial but dropped sharply to N = 67 at month 10 and again to N = 60 at month 11 where it held constant until trial’s end.”
    - Unacceptable Alt Text “A bar graph showing sample retention over time.” (Does not convey the same level of detail to a colleague with a vision disability)
  - Please do **not** use auto-generated alt text as this is never accurate nor does it provide a sufficient level of detail.
- Equations must be in-line, using Microsoft Word equation editor or moved over from LaTeX

## Datasets and Code

All datasets and code produced by USDOT funding is governed by public access requirements in order to maximize the technology transfer return on research dollars. All datasets, code and software used to inform research conclusions and/or produce research publications must be uploaded to the [C2SMART Center Zenodo Community Repository](#) by project’s end. Please adhere to the following guidelines:

- Clearly title the upload
- In the author section, provide names and ORC-IDs for all researchers involved in the project
- Provide a clear description of the contents of the repository upload
- Provide Keywords for the repository upload
- In “Additional notes,” input the following acknowledgement language:

*The report is funded, partially or entirely by the C2SMART Center, with a grant from the U.S. Department of Transportation's University Transportation Centers Program under Grant Number 69A3551747124. However, the U.S. Government assumes no liability for the contents or use thereof.*

- Specify identifiers of related publications and datasets

- All datasets and codes should be sufficiently labeled and provide clear metadata such that an interested researcher may replicate your research conclusions.

**Alternatively**, clearly labeled data/software uploaded to the Common Innovation Platform (CIP) can be uploaded by a C2SMART Center project manager on your behalf and will contact you with requests for any additional information.

## **Publications**

As part of USDOT public access requirements that govern C2SMART Center provision of funding, all final manuscripts accepted for publication in peer-reviewed journals must be uploaded to the Common Innovation Platform (CIP) upon acceptance.

Researchers should ensure that all rights under copyright are non-exclusively retained by DOT and that the terms and conditions of publication to peer-reviewed journals and other outlets do not impair the obligation of the authors to comply with the plan.

### *Acknowledgement Language*

All publications produced in-part by C2SMART Center funding should include the following language:

*The report is funded, partially or entirely by the C2SMART Center, with a grant from the U.S. Department of Transportation's University Transportation Centers Program under Grant Number 69A3551747124. However, the U.S. Government assumes no liability for the contents or use thereof.*