

Guidelines for University Publication and Presentation of Research

The following guidelines are for use by University principal investigators in the presentation and publication of research projects sponsored by the FDOT Research Center.

Preparing the Draft Final Report

The draft final report is a contracted deliverable that addresses the objectives defined in the Scope of Services. **The draft final report must be publication ready, not a rough draft.** Principal Investigators must provide draft final reports that are well-written and high quality.

Refer to the Final Report Style Guide for required sections and formatting guidance when preparing the draft final report. If the draft final report demonstrates a general lack of readability or is missing required sections, the Research Center will return it for correction and resubmission.

The University shall submit a draft final report within the timeframe specified in each task work order (TWO). The draft final report will be submitted in electronic format (MS Word and PDF) to research.center@dot.state.fl.us.

Editorial Review of the Draft Final Report

Draft final reports will receive a non-technical editorial review limited to format, grammar, and clarity. Editorial reviews shall consist of a full format review, a full Section 508 compliance check, and a non-exhaustive review for readability. Reviews will document deficiencies in an itemized list, noting page number, problem, and solution. Editorial reviews are not a comprehensive list of errors. It is the responsibility of the author/s to prepare a revision that addresses throughout the document the sampled deficiencies provided in the editorial review.

The Research Center will provide editorial review comments to the project manager. The project manager may accept all, some, or none of the non-technical review comments. The project manager may also choose to provide additional comments to the principal investigator, as appropriate. Principal investigators are responsible for responding to both technical and non-technical review comments provided to them by project managers and for making requested revisions.

The Research Center does not re-review the final report; the project manager shall ensure that the final report has been revised to reflect the identified revisions prior to submitting the final report to the Research Center for posting to the FDOT website and distributing nationally.

Final Report

Once the draft final report has been approved by the project manager, the principal investigator shall prepare the final report for submission to the Research Center. The final report is due no later than the end date of the TWO.

Publication, Presentation, and Distribution

FDOT Distribution of Final Report and Online Summary

Upon completion of a final report, the Department may elect to publish and distribute any material or information submitted under the agreement.

Typically, the Research Center distributes the final report and a one-page summary prepared by the Research Center to USDOT, AASHTO, FHWA, state DOTs, transportation centers, libraries, universities, and other interested parties. The Research Center also posts the final report and the one-page summary on its website at <http://www.fdot.gov/research>.

University Publication and Presentation of Research

If, at any time while a TWO is in force, the University desires to publish in any form any material developed under the TWO, the University must submit to the project manager a written abstract and notification of intent to publish the material and receive the project manager's concurrence to publish. If the project manager does not provide a written response within 30 days after receipt, the University may publish at will.

Both written and oral releases are within the context of publication. The publication must include the following disclaimer:

"The opinions, findings, and conclusions expressed in this publication are those of the author(s) and not necessarily those of the Florida Department of Transportation or the U.S. Department of Transportation."

However, there is no intention to limit discussion of the study with small technical groups or lectures to employees or students. Lectures that describe the plans but disclose neither data nor results may be given to other groups without advance approval.

Upon completion of a TWO, the University may publish in any form any material developed under the TWO and the University is free to publish without concurrence or review by FDOT. However, the publication should prominently contain the following statement:

"The opinions, findings, and conclusions expressed in this publication are those of the author(s) and not necessarily those of the Florida Department of Transportation or the U.S. Department of Transportation."

For TWOs funded federally, the U.S. Department of Transportation may also elect to distribute material submitted under this agreement with the Department's consent.

The University and FDOT are free to use the data and results without restrictions. TWOs funded with federal funds will also include the U.S. Department of Transportation in this provision.

Please refer to the contract or agreement in force for further clarification (i.e. Master University Agreement or governmental agreement).