

Guidelines for Vendor Publication and Presentation of Research

The following guidelines are for use by non-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 vendor shall submit a draft final report within the timeframe specified in the contract. The draft final report will be submitted in electronic format (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 contract.

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>.

Vendor Publication and Presentation of Research

If, at any time while a contract is in force, the vendor desires to release statements, press releases, or publicity concerning the contract or its subject matter, the vendor must first notify the project manager and secure written consent.

Upon completion of the contract, the vendor agrees to not publish, copyright or patent any of the data developed under the contract as such data or information are works made for hire and are the property of the Department.

Please refer to the contract or agreement in force for further clarification.