

Rev 10/7/15

Contract Addendum
Virginia Transportation Research Council
POLICY ON CONTRACT RESEARCH
(Effective January 1, 2001, Revised 11/17/03, 7/1/05, 1/1/06, 8/1/06, 10/6/08, 7/01/10, 2/17/11, 12/19/12 &
10/07/15)

Financial Policies: In recognition of the fact that some administrative costs are directly associated with the conduct of contract research VTRC will allow an “Administrative and Contract Management Fee” to be included as a pay item in proposed contract research budgets. This maximum allowable fee is based on the contract’s eligible direct costs according to the following schedule:

Eligible Direct Cost	Maximum Fee
All Dollar Amounts (Excluding Equipment & Tuition)	26% of Eligible Direct Costs

These limits are imposed for all sources of funding over which the VTRC has discretionary procurement authority except in the case where VTRC is serving in the role of a pass through contracting agent for federal funds that have been legislatively earmarked for award to the contracted institution. In this case, the maximum allowable indirect cost rate will be the contracted institution’s Department of Health and Human Services (DHHS) approved indirect cost rate established in accordance with the Federal Government’s Office of Management and Budget policies (2 CFR Part 200) on eligibility of costs.

Billings: The University shall submit, not more often than monthly, billings to Sponsor, Attention: Cynthia S. Perfater, for those costs that have been incurred in the performance of this contract. The invoice expenditures shall conform to the submitted proposal budget detail and shall provide a breakdown of costs incurred as submitted on the line items of the proposal budget. No deviation, additions, changes, or reallocation of money on the submitted proposal budget line items without written request and prior permission from VTRC in writing will be allowed. Non-compliance by University with these instructions may result in the withholding of payment. Detailed expenditure information supporting the full amount of the each invoice shall be provided from the University’s financial (or other) system. The detail statement shall, at a minimum, show payee name, made by payroll or vendor payment, by budget item category (i.e. Personnel, Materials & Supplies, Services, Equipment, etc.), and transaction date. VTRC reserves the right to request and require further detailed copies of supporting documentation from University in the event VTRC is required to provide such requested documentation to its sponsor or there are performance issues which cause VTRC to question the reasonableness, allowability or allocability of costs billed.

In addition, each invoice shall include the following certification by an authorized representative of the University:

“I certify that this invoice is for costs actually incurred in the performance of the research effort and that said costs are reimbursable under all State and Federal Regulations, as applicable.”

Final billings shall be submitted within 90 days from the end of the contract period; however if the deliverables have not been received and accepted the bill will be held until deliverable is approved

Retainage: *Twenty percent (20%) of the total value of the contract project budget will be retained until VTRC is satisfied with the quality of the final product.*

Acceptance of Deliverables: Associate Directors are responsible for ensuring that the contractors submit contract deliverables that meet VTRC specifications for format and quality. Contract report deliverables must adhere strictly to the VTRC Media Publications Requirements. Refer to ATTACHMENT C of this addendum. These requirements are made part of the terms and conditions of all contracts. In addition, the

Associate Director and the contract monitor are expected to communicate the publication requirements to the contract PI at the inception of the project.

Equipment: Only equipment approved in the proposal shall be allowed. Any purchases of equipment with federal dollars will need to follow State procedures and federal reporting procedures as noted in 49 CFR 18.32, 49 CFR 19.34 or 23 CFR 420.113, as applicable.

Title VI Reporting: Title VI (49 CFR Part 21) prohibits excluding any person from participating in, denying the benefits of, or discriminating against any person under programs based on race, color, national origin, sex, age, disability, or income criteria. Under Title VI, VCTIR is required to collect yearly statistical data (race, color, national origin, sex, disability and age) of participants in and beneficiaries of the program and activities conducted. Data collection is key to ensuring that transportation programs, services, facilities and projects effectively meet the needs of “all persons”. Timely and accurate data allow for better decision making and provide support and defensibility to the decisions made. Upon acceptance of Contract, and each year of the duration of the Contract, The University will provide the following information upon request: Provide a spreadsheet that lists: the contract by name; contract proposal number; the total dollar amount of the award; the position title of each minority and non-minority working on the contract; and their race, national origin, sex, age, and disability (if applicable).

Progress Reporting: Contractor PIs are required to submit project status reports in a specified format (see Attachment B) to the Research Director through the VTRC contract technical monitor and the Associate Director Progress reports must contain information on the financial and progress status of the project as compared to the approved budget and work plan. Progress reports for projects that are 90 or more days behind schedule or are over budget by more than 10% of the contract value for that stage of the project must be accompanied by a plan describing how the Associate Director and the contract PI will get the project back on schedule and/or within budget.

Reporting Intervals: Progress reporting requirements vary depending upon the duration of the contract:

For projects of duration of one year or more:

- Progress reports will be due twice annually. Specifically, a progress reports for each contract due *no later* than November 30 and *no later* than May 31 every year throughout the life of the agreement regardless of project inception date and target completion date. Exception: If contract inception occurs within 60 days prior to the standard November (or May) progress reporting deadline (i.e. on or after October 1 (or April 1)) the first contract progress report will not be due until the next standard semi-annual progress report due date. Likewise, if the contract target completion date falls within 60 days following May (or November) reporting deadline (i.e., on or before July 31 (or January 31)) the final progress report may be waived *but only if the project is on schedule and within budget*. Associate Directors will grant the final progress report waiver *in writing* for the project file.

For projects of less than one year in duration:

- Progress reports are due at 4-month intervals based on the contract inception date. Progress report due dates will be specified in the cover letter transmitting the signed contract at inception. Additional progress reports may be due (at four month intervals) if the project target completion date is extended.

Where practical face-to-face meetings are encouraged between the contractor’s PI, the VTRC contract Project Director, and the Associate Director to discuss contract progress.

Closeout Reporting: The VTRC University Contract Monitories and/or the Associate Director will evaluate the contracted project with the University after the completion of the contract.

Attachment B

VTRC File No: _____

**Virginia Transportation Research Council
Contract/Grant Progress Report**

Project No: _____	Starting Date: _____	Target Completion Date: _____
Project Title: _____		
Performing Agency: _____		
Principal Investigator(s): _____		
Date of This Report: _____	Next Report Due Date: _____	

Project Description

Research Activities Pursued This Period:

Problems Encountered:

Project Budget Status:

Current FY Project Budget: \$ _____	Project Budget Lifetime: \$ _____
Current FY Expenditures: \$ _____ as of _____	Expenditures LTD: \$ _____
Percent Expended this FY: _____% (Date)	Percent Expended LTD: _____%

Timetable: Project is (check):

- On Schedule
- Behind Schedule, Will Meet Target Date
- Behind Schedule, Target Date Extension Needed (Attach Justification and Revised Timetable)
- Ahead of Schedule

Preparer's Name and Signature: _____	Date: _____
VTRC Staff Technical Monitor: _____	Date: _____
Reviewed and Approved By: _____ (VTRC Associate Director)	Date: _____

Director of VTRC Comments:

ATTACHMENT C

REQUIREMENTS FOR FINAL CONTRACT REPORTS VIRGINIA TRANSPORTATION RESEARCH COUNCIL

This document, a standard attachment to our contracts, sets forth our requirements for contract final reports and is a part of the contract documents. Contractors are urged to familiarize themselves with these requirements well in advance of preparing their final report as reports that do not comply with these requirements will be returned for revision. If you have questions about the report requirements, please contact our Editor, Linda Evans, at Linda.Evans@VDOT.Virginia.gov.

General Requirements for Reports

1. **Content and format of the report:** You must provide a “camera-ready” electronic copy of the final contract report in Microsoft Word (not a .pdf) documenting the contract research and complying with the content and formatting requirements described in this document. A checklist of items that can often delay publication is provided at the end. The contract Principal Investigator must complete the checklist, sign it, and submit it to the VTRC Project Manager with the electronic file of the report, thus certifying compliance with these requirements. By “camera ready” we mean that the report may be reproduced with no further changes or layout required. Reports that do not have the required content or are not in the required format will be returned for correction.
2. **Length:** The final report must be no more than **75 pages** in length (including all figures, tables, and appendices). If the report cannot be kept within the 75-page limit, **in addition to** the final report you must provide a separate summary report (not an executive summary) that is no more than **25 pages** in length.
3. **Stylistic and editorial review:** *You are responsible for the “editorial” quality of the report and any figures or photographs. We require that you have your report professionally edited and any graphics and photos reviewed by professionals. VTRC will not edit or proof the report.*
4. **Copyright permission:** If you include in your report any figure, table, or photograph from a published source, including the Internet, you must provide written permission, in the report package, from the publisher of the source to enable us to reprint the figure, table, or photograph in question. Because this can be a time-consuming process we encourage you to use such materials only if no reasonable alternative exists.
5. **Use of color:** We publish all of our reports (including tables, photos, and figures) in **black and white**; thus, you must use line types and line weights for figures that can be fully differentiated in a black and white photocopy. If you are considering using color in your document consult with your contract monitor first.

Report Review and Acceptance Process

Reports must be a lean, tight accounting of the work performed and its practical and technical significance. There need to be clear, logical connections between the major sections of the report. The format of the typical master’s thesis does not meet our requirements. Reports prepared by students have generally proven to be unacceptable. ***Principal investigators, not students, are responsible for reports.*** Our review and publication standards are not unlike those of national journals.

VTRC Director is the final approval authority for every contract document prior to its publication.

In order to ensure that final product deliverables are acceptable to the VTRC, an amount equal to 20% of the total contract cost will be withheld and not released for final payment until such time that the VTRC Director has approved the final report.

CONTENT REQUIREMENTS FOR CONTRACT REPORTS PREPARED FOR THE VIRGINIA TRANSPORTATION RESEARCH COUNCIL

This section details the content requirements for VTRC contract reports. The formatting requirements are provided in the next section entitled “*Formatting Requirements for Contract Research Final Reports.*”

OVERVIEW

The VTRC contract report must have the following sections, organized in the order specified:

1. Abstract
2. Introduction
3. Purpose and Scope
4. Methods
5. Results *or* Results and Discussion
6. Discussion (may be combined with Results section)
7. Conclusions
8. Recommendations
9. Costs and Benefits Assessment *or* Benefits and Implementation Prospects
10. Acknowledgments
11. References
12. Appendices (optional).

Reviewers will look for logical connections (or the absence of them) between one major section of the report and the next.

Each section has a particular purpose, as described here.

DESCRIPTIONS OF INDIVIDUAL SECTIONS

Abstract (to appear as page iii of the front matter)

- A well-prepared abstract can be the single most important paragraph in the report. It is read first and may be the only part of the report that is read! The abstract should be a brief, concise, and specific comprehensive summary of the report. It should not contain unfamiliar terms, acronyms (unless used at least four times), abbreviations, symbols, or equations.
- The “Abstract” needs to describe the following in 100 to 150 words: the problem under investigation, the experimental groups, the results or findings (including statistical significance levels if appropriate), the conclusions, the recommendations, and the costs and benefits assessment.

Introduction

- The “Introduction” section presents the problem or theory under study and needs to provide enough background that the reader will know the context in which the study was conducted.
- The research issue must be clearly, simply, and consistently stated. Mention of several different research issues will confuse the readers.

Purpose and Scope

- The “Purpose and Scope” section clearly describes the purpose, objectives, and scope of the study.
- The purpose and scope of the research needs to be clearly and concisely stated.

Methods

- The “Methods” section describes in detail what you did to fulfill the purpose of the study and achieve the study objectives as well as how you did it. ***The methods must be described sufficiently enough that another person or group could replicate the study by using your description***, but they should not include unnecessary detail. Give only the information that is essential for comprehension and replication; do not burden the reader with irrelevant or inessential information.
- Provide the steps you took (i.e., tasks you conducted) to achieve the study objectives. *Provide a numbered list of the tasks undertaken to carry out the methodology followed by subsections detailing each task.* That way, the headings for the subsections can be repeated in the Results section, thus fostering a logical continuity for the reader.

Results

- The “Results” section should summarize the most important findings for the reader and must follow logically from the “Purpose and Scope” and “Methods” sections. Authors need not list every finding and leave the reader to sort out what is most important.
- Use tables, figures, and photos when necessary to present the results. *However, do not use them when a few sentences in the text will suffice.* There is no need to duplicate information: provide the results in a table, a figure, **or** the text. All figures, tables, and photos must be necessary for inclusion in the report (i.e., the report would be incomplete if any of them was omitted).
- ***Tables and figures need to show important relationships in the data, not simply list the raw data. Figures must be summary or analytical, not graphs of the raw data.***
- Raw data tables and figures do not belong in the “Results” section. Should you feel it necessary to present the “raw” findings, put the tables and figures in an appendix, although we encourage you to simply advise the reader that they may obtain them upon request.
- If photos are used, they must show something a reader needs to see (i.e., words will not suffice).
- If a literature review is provided, it should be a concise summary of the major findings from other research *on the same problem*. If literature on other, different, research problems is presented, it will confuse or mislead readers. The literature review needs to simply state “who said what.” If you do provide a literature review, the manner in which you obtained the literature must be described in the “Methods” section.
- Remember, methods, i.e., how you did something, do not belong in the “Results” section; they belong in the “Methods” section.

Discussion

- The “Discussion” section needs to provide a reasoned analysis of the results, i.e., an evaluation and interpretation of the results. Also, state any problem you encountered during the research, especially with respect to how the problem may have affected the results, as well as any limitation of the study.
- The “Discussion” section should further describe how the study revolved the original problem.

Conclusions

- The “Conclusions” section describes the conclusions that may be drawn from the results *of the study at hand*; it must not *restate* the results—or the findings. A simple tip is that there should be a conclusion for each objective stated in the Purpose and Scope section.
- *The conclusions should not include information regarding data or findings that were not presented earlier in the report; i.e., no information in the Conclusions section should be new to the reader.*
- Provide the conclusions in the form of a bullet list.

Recommendations

- The “Recommendations” section answers two questions: How can the results and the conclusions of this study be used for new applications and practices? What current practices are not contraindicated because of the results and conclusions of the current study?
- All of the recommendations must be linked to the results of *this* study.
- No recommendation must simply be a “good idea” without a clear basis in the findings of *this* study.
- Recommendations need to be numbered. *Each recommendation must specify the VDOT entity that would carry it out* (e.g., VDOT’s Environmental Division, VDOT’s Structure & Bridge Division).

Costs and Benefits Assessment or Benefits and Implementation Prospects

- A “Costs and Benefits Assessment” section provides an estimate of the *monetary costs and benefits of implementing the recommendations presented in the report.*
- A “Benefits and Implementation Prospects” section is to include an explicit explanation of the benefits that the research will, if implemented, have on the VDOT business or on motorists using the system. Specifically, what will the research alter, how will it alter it, what will VDOT now do better than before, what savings or streamlining will accrue, etc? In other words, how will the results of your research improve VDOT or the motorist experience? Also in this section you need to include the “next steps”; that is, when the report and its recommendations are handed off to the customer, how do you envision implementation might occur? This section of the report must be concise, specific, and “sellable.” Think of it this way: if called upon to “testify” to the press or to upper management about the outcome of your research, what would you say?

Acknowledgments

- The “Acknowledgments” section presents the authors’ appreciation for support and assistance received during the study.

References

- The “Reference” section provides a list of all references cited in the body of the report. Either of two types of reference list may be used: a numbered reference list or an author/date reference list (see the next section, “Formatting Requirements,” for details). *Footnotes and note systems, e.g., systems that include “Op cit.” or provide explanatory comments, for example, are not used.* Such material must be provided directly in the text.
- All references cited in the text must be cited in the reference list, and all references cited in the reference list must be cited in the text.

Appendices

- An “Appendix” provides material that is too cumbersome or tangential to be presented in the text.
- Any appendix material must absolutely need to be included in the written report. If appendix material is readily available elsewhere, it should simply be referenced in the report.
- If authors wish to make raw data available, it can be done electronically upon request by the reader (the report can mention the data’s availability on request).

FORMATTING REQUIREMENTS FOR CONTRACT REPORTS PREPARED FOR THE VIRGINIA TRANSPORTATION RESEARCH COUNCIL

Contractors must provide an aesthetically pleasing *camera-ready* electronic file of the contract research report in Microsoft Word (not a .pdf). The report must be fully laid out with figures and photographs embedded at the appropriate place in the text. If you have questions about the formatting requirements, call Linda Evans, VTRC Editor, at (703) 433-2093 or e-mail her at Linda.Evans@VDOT.Virginia.gov.

DOCUMENT AND PAGE SET-UP

Margins

- Use 1-inch margins all around throughout the entire document, including pages with figures and tables.
- *Fill up every page with text, figures, or tables. Do not leave large blank spaces.*

Type Font and Size

- Use 12-point Times Roman for all text, including headings and page numbers.
- Use 10-point Times Roman for tables, table titles, and figure captions.

Line Spacing

- Use only single-spacing (i.e., not space and a half) between lines (except for the double-spacing between paragraphs).

Page Numbers

- Center page numbers at the bottom of the page.
- Use roman numerals for the front matter and Arabic numbers for pages beginning with the “Introduction.”
- Continue the Arabic page numbers throughout any appendices (i.e., do not use the convention “A-1,” A-2,” etc).

Justification

- Use left justification only (produces a ragged right margin), not full.

No Running Heads or Footers

- Do not use running headers or footers.

Paragraph Spacing and Indentation

- Single-space within paragraphs and double-space between paragraphs.
- Indent all paragraphs.

Widows and Orphans

- Do not leave only one line at the bottom of a page (widow) or at the top of a page (orphan). Always have at least two lines of type at the top and bottom of a page.

REPORT CONTENT

- Include the following major sections in this order: Abstract, Introduction, Purpose and Scope, Methods, Results, Discussion, Conclusions, Recommendations, Costs and Benefits Assessment *or* Benefits and Implementation Prospects, Acknowledgements, and References.
- See prior section entitled “Content Guidelines for Contract Reports Prepared for the Virginia Transportation Research Council” for an in-depth description of the content requirements for each section.

HEADINGS

- Do not use an outline style for the headings in the report; i.e., do not use roman numerals, Arabic numbers, or letters to indicate the sections of the report.
- Do not use chapters.
- Use first-order headings for each of the major sections in the report (see above).
- Use second, third, and fourth order headings as needed for subsections using the formats shown here:

- 1st order: **CENTERED, ALL CAPS, BOLD**
- 2nd order: **Centered, Uppercase and Lowercase, Bold**
- 3rd order: **Flush left, Uppercase and Lowercase, Bold**
- 4th order: *Flush left, Uppercase and Lowercase, Italicized.*

TABLES

- Create all tables in 10-point Times Roman using the table style “Grid” in Microsoft Word.
- Use 10-point Times Roman bold for table titles, which must appear at the top of the table as regular text, i.e., not in a “caption” box.
- Cite every table in the text, and place the table as soon after its callout as possible.
- *Do not use the automatic table numbering function in the report.*

FIGURES

- Limit figures to ½ page, or smaller, in size, unless there is something to be shown that specifically requires a full page. Most graphs and charts do not need to be in a full-page format.
- Make all figures throughout the report in the same proportion and style.
- Text boxes, arrows, and other additions to graphic illustrations must be an integral part of the digital graphic or art object. Each figure must be one entity that may be moved as one piece in the document. For example, a figure composed of multiple parts (e.g., a, b, c, d) must be able to be moved in the document as one entity.
- Make every word used in a figure readable.
- The figures will be published in black and white. Select line types and line weights for figures that will be completely distinguishable in a black and white photocopy. Use symbols on data lines unless there are too many data points to make them clear. If data point symbols will be too cluttered, use line-quality modifiers (thin/thick, dashed/dotted/solid, etc.). Avoid the use of the “hairline” line weight, as it does not photocopy well. If you do not have this option, keep line weights above 0.5 point, 0.15 mm, or 0.007 inch.
- Use 10-point Times New Roman bold for figure captions. If you make annotations or notes within a figure, use 10 point Arial (or another sans serif font).
- Cite every figure in the text, and place the figure as soon after its callout as possible.
- For figures used from copyrighted sources, permission both to reprint in hard copy and to place the final report on the VTRC website must be obtained in writing from the publisher.
- *Do not use the automatic figure numbering function in the report.*
- Use 10-point Times Roman bold for figure titles, which must appear at bottom of the figure as regular text, i.e., not in a “caption” box.

PHOTOGRAPHS

- Keep in mind that photographs will be published in black and white.
- Text boxes, arrows, and other additions to photographs must be incorporated into the digital image using photo editing software.
- Do not make photos too dark or too light to be easily and “attractively” reproduced when the report is photocopied. Images must be optimized using photo editing software. Digital or scanned images must be at least 200 dpi (dots per inch) at the size used in the document. For example, an image that will be 4 inches high must be a minimum of 800 pixels (Formula: 4 X 200) in the height dimension. A horizontal photograph that is 3.5 inches wide would require at least 700 pixels in the width dimension.

EQUATIONS AND FORMULAS

- Use 12-point type for equations.
- When using special symbol, math, or scientific fonts for equations and formulas, create a .jpg graphic file of the equation and insert it into the document as a graphic/picture. Not all computers, printers, and operating systems can interpret special math and scientific fonts.

REFERENCES

- One purpose of a reference is to allow readers to read the material being referenced. Thus, in each reference, provide readers with all the information necessary to find the material, as outlined in the following section.

- Use either the author/date (recommended) or the numbered reference system. Footnotes are not used, and endnotes (containing text or other explanatory material) are not used.

Reference Citation in the Text

- *Author/Date Format:* Indicate reference citations in the text by enclosing (only) the last names of all authors and the date of publication in parentheses. If several citations are provided within the parentheses, the order must be alphabetical, not chronological. For example:

“This finding was confirmed by a more recent study (Jackson and Johnson, 1996).”

An *alphabetized* list of all references follows at the end of the document.

- *Numbered format:* Indicate reference citations in the text with consecutive *superscript Arabic numbers* placed after the punctuation mark. For example:

“This finding was confirmed by a more recent study.³”

If a reference is cited more than once in the text, use the same Arabic number for the reference throughout (i.e., do not use different numbers for the same reference).

Reference Citation in the Reference List

- *The reference list must contain only references that are cited in the text.*
- *Do not cite as a reference unpublished material, personal communications, telephone conversations, or similar material that would not be available to readers electronically or in printed form in a library or from the originating agency.* Instead, cite the unpublished work or communication in the text and enclose the author’s name along with the term “unpublished data” or “personal communication” in parentheses.
- *Be sure that references to printed sources are complete.* Provide the following information: last names and initials of *all* authors; title of report, article, chapter, or book; number of report or volume and issue of journal; publisher (or issuing agency) for reports, books, and proceedings; city of publication for reports, books, and proceedings; year of publication; and inclusive page numbers for chapters or articles in larger volumes. References to websites must include corporate or personal authors, title of document, date of document (if available), web address (complete URL), and date accessed.

Sample Reference Lists

- *Author/date Reference List:* Notice that quotation marks and underlining are not used; instead, italics are used for the name of the publication. Notice that the second and succeeding lines are indented.

Report

Dempsey, B. *Climatic Effects of Airport Pavement Systems: State of the Art*. DOT2DRD-75-196. Federal Highway Administration, Washington, DC, 1976.

Article in a Journal or Other Periodical

Jolliffe, J.K., and Hutchinson, T.P. A Behavioral Explanation of the Association Between Bus and Passenger Arrivals at a Bus Stop. *Transportation Science*, Vol. 9, No. 3, May 1975, pp. 248-282.

Book

Shinar, D. *Psychology on the Road: The Human Factor in Traffic Safety*. John Wiley and Sons, Inc., New York, 1978.

Chapter in a Book or Conference Proceedings

Jackson, B.J., Jones, C.S., and Donaldson, B.J. New Materials in Bridge Construction. In *How to Build Bridges*, J.G. Johnson (Ed.). John Wiley and Sons, Inc., New York, 2004, pp. 45-63.

TRB Publication

Zahavi, V., and Ryan, J.M. Stability of Travel Over Time. In *Transportation Research Record: Journal of the Transportation Research Board*, No. 750. Transportation Research Board of the National Academies, Washington, DC, 1980, pp. 250-263.

Web Page

Stevens, R.C. *Testimony Before United States Senate Special Committee on the Year 2000 Technology Problem*, September 10, 1998. <http://www.senate.gov>. Accessed October 5, 1998.

- *Numbered Reference List*: Notice that quotation marks and underlining are not used; instead, italics are used for the name of the publication.

Report

1. Dempsey, B. *Climatic Effects of Airport Pavement Systems: State of the Art*. DOT2DRD-75-196. Federal Highway Administration, Washington, D.C., 1976.

Article in a Journal or Other Periodical

2. Jolliffe, J.K., and Hutchinson, T.P. A Behavioral Explanation of the Association Between Bus and Passenger Arrivals at a Bus Stop. *Transportation Science*, Vol. 9, No. 3, May 1975, pp. 248-282.

Book

3. Shinar, D. *Psychology on the Road: The Human Factor in Traffic Safety*. John Wiley and Sons, Inc., New York, 1978.

Chapter in a Book or Conference Proceedings

4. Jackson, B.J., Jones, C.S., and Donaldson, B.J. New Materials in Bridge Construction. In *How to Build Bridges*, J.G. Johnson (Ed.). John Wiley and Sons, Inc., New York, 2004, pp. 45-63.

TRB Publication

5. Zahavi, V., and Ryan, J.M. Stability of Travel Over Time. In *Transportation Research Record: Journal of the Transportation Research Board*, No. 750. Transportation Research Board of the National Academies, Washington, D.C., 1980, pp. 250-263.

Web Page

6. Stevens, R.C. *Testimony Before United States Senate Special Committee on the Year 2000 Technology Problem*, September 10, 1998. <http://www.senate.gov/> Accessed October 5, 1998.

APPENDICES

- If there is only one appendix, name it “Appendix,” not “Appendix A.”
- If there is more than one appendix, designate each appendix with a letter (e.g., Appendix A, Appendix B).
- Provide a name for each appendix.
- Begin each appendix on a right-hand page; i.e., begin each appendix on an odd-numbered page. Continue with the page numbering used in the text; i.e., do not use “A-1,” “A-2,” etc.
- Number each table or figure beginning with the appropriate designation, e.g., Table A-1, Figure A-1, or Table B-1, Figure B-1, depending on the name of the appendix.

MANUSCRIPT SUBMISSION CHECKLIST

- The final page of these requirements includes a checklist aimed at preventing the most common errors found in contract reports—those that can significantly delay publication.
- This checklist must be completed, signed, and included with your electronic report package when you submit it to the VTRC project manager.

CHECKLIST FOR CONTRACT REPORTS

Content

- _____ The report contains the following sections in the following order: Abstract, Introduction, Purpose and Scope, Methods, Results, Discussion, Conclusions, Recommendations, Costs and Benefits Assessment *or* Benefits and Implementation Prospects, Acknowledgments, and References
- _____ The content of each section complies with the “Content Requirements for Contract Reports.”

Format

- _____ Margins are 1 inch at the top, bottom, and sides of each page.
- _____ All paragraphs are indented.
- _____ Headings are in the correct format (especially, there are no “outline” indicators, e.g., numbered or lettered headings).
- _____ The font is 12-pt Times Roman for the text and 10-pt Times Roman for tables.
- _____ Table titles and figure captions in 10 pt Times Roman bold and they are stand-alone text, i.e., not in caption boxes.
- _____ The text is single-spaced with double-spacing between paragraphs.
- _____ The text is left-justified (i.e., not full justified).
- _____ Equations using symbols are inserted as a .jpg in the text.
- _____ Each page is full with no large white spaces.
- _____ If the numbered reference system is used, the reference citations in the text are superscript numbers placed *AFTER* the punctuation mark.
- _____ The references in the reference list are in the proper format and contain all needed information.
- _____ Titles of publications in the reference list are in italics, not underlined or enclosed in quotation marks.
- _____ The formatting of the report complies with the “Formatting Requirements for Contract Reports.”

Figures, Photos, and Tables

- _____ All figures in the report have the same style and proportion.
- _____ All tables in the report are in Microsoft Word Table Style “Grid.”
- _____ The text in all figures is spelled correctly and is readable.
- _____ The information in the figures and photos is easily distinguishable in black and white.
- _____ Text boxes, arrows, and other additions to graphic illustrations/photos are an integral part of the digital graphic or art object. Each figure is one entity that may be moved as one piece in the report. For example, a figure composed of multiple parts (e.g., a, b, c, d) can be moved about in the report as one entity.
- _____ All figures, photos, and tables are referred to in the text and embedded in the appropriate place in the report.

Grammar and Style

- _____ A professional editor reviewed and proofed the report in accordance with the content and format requirements.
- _____ Spell check and grammar check were run on the final report.

Copyright Permission

- _____ If any figure or photo from another source was used, written permission from the *publisher* (not the author) was obtained to reprint the figure or photo both in the report and on the VTRC website.
- _____ The written copyright permission was sent to the project manager.

Package Provided to VCTIR Project Manager

- _____ Electronic copy of report in *one* Microsoft Word file (*not a .pdf*).
- _____ Written copyright permissions for any figures, photos, tables, or illustrations from another source.
- _____ Separate electronic copy of 25-page maximum summary document if the contract report is more than 75 pages long.

I certify that the contract final report complies with all content and formatting requirements.

Project Title and Number: _____

Professional Editor Name: _____

Professional Editor Signature: _____ Date: _____

Principal Investigator Name: _____

Principal Investigator Signature: _____