
Quarterly Reports:

Principle Investigators are required to submit progress reports to MATC each quarter until the project is completed. Quarterly reports are submitted to the same site as the initial proposal. Only the user who submitted the project proposal will have login access to submit quarterly reports. If PIs did not submit the proposal materials, they need to coordinate with the researcher or Associate Director who did.

Once you are logged into the MATC Proposal Submission System (<https://matc.unl.edu/pss/>), select the red Quarterly Reports tab on the left side of the page. Quarterly reports do not need to be completed in a single sitting; progress can be saved as you go.

MATC quarterly reports contain the following sections:

1. Accomplishments
2. Participants & Collaborating Organizations
3. Outputs
4. Outcomes
5. Impacts
6. Changes & Problems
7. Data Management Plan

Please type your responses in the space provided below each prompt. **If you do not have anything to report for any of the following sections, please state “Nothing to Report.”**

1. Accomplishments

- a. Major Activities:** Overview of the activities that occurred during the reporting period on the research project. Please be sure to include activities that are associated with using or planning for the use of large expenditures on the project. Activities of faculty, graduate students, or research staff should be included.
 - b. Specific Objectives:** Describe specific objectives that were identified in the research proposal that were accomplished during the reporting period. This information will be reported to OST-R administrators regarding the progress of each research project on a quarterly basis.
 - c. Significant Results, including major findings, developments, or conclusions (both positive and negative):** Describe major results or findings that were identified during the reporting period. This information will be reported to OST-R administrators regarding the outcomes of each research project on a quarterly basis.
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- d. Key Outcomes or Other Achievements:** If you were to talk to a local news reporter, what would you say were the key outcomes of your activities during the reporting period? Where there any other achievements that occurred during the reporting period that are not described in the sections above?
- e. How have the results been disseminated?** Overview of activities that occurred during the reporting period on the research project. Be sure to include activities that are associated with using or planning for the use of large expenditures on the project. Activities of faculty, graduate students, or research staff should be included.
- f. What do you plan to do during the next reporting period to accomplish the goals?** Have you had any update meetings, conference calls, informal presentations, submitted or published articles, interviews with news media, webinars, submitted abstracts, papers or presentations for conferences, or magazine/newsletter articles put out by any member of the research team related to the project or matching projects related to the project?

2. Participants & Other Collaborating Organizations

a. What organizations have been involved as partners?

Describe partner organizations – academic institutions, other nonprofits, industrial or commercial firms, state or local governments, schools or school systems, or other organizations (foreign or domestic) – that have been involved with the program. Partner organizations may provide financial or in-kind support, supply facilities or equipment, collaborate in research, exchange personnel, or otherwise contribute.

Provide the following information for each partnership:

- Organization Name
- Location of Organization: (if foreign location list country)
- Partner's contribution to the project (identify one or more):
 - o Financial support
 - o In-kind support (e.g., partner makes software, computers, equipment, etc., available to project staff)
 - o Facilities (e.g., project staff use the partner's facilities for project activities)
 - o Collaborative research (e.g., partner's staff work with project staff on the project)
 - o Personnel exchanges (e.g., project staff and/or partner's staff use each other's facilities, work at each other's site).

b. Have other collaborators or contacts been involved?

Describe any significant collaborators or contacts that may not fit under the previous section, such as:

- Collaborations with others within the lead or partner universities; especially interdepartmental or interdisciplinary collaborations.
- Collaborations or contact with others outside the UTC.
- Collaborations or contacts with others outside the United States or with an international organization.
 - o Country(ies) of collaborations or contacts.

3. Outputs

List any outputs resulting from the program during the reporting period. Examples of outputs include:

- Publications, conference papers, and presentations
- Policy Papers
- Website(s) or other Internet site(s)
- New methodologies, technologies, or techniques
- Inventions, patents, and/or licenses
- Other products, such as data or databases, physical collections, audio or video products, application software or NetWare, analytical models, educational aids, courses or curricula, instruments, equipment, or research material.

a. **Publications, conference papers, and presentations**

- i. *Journal publications*: List peer-reviewed articles or papers appearing in scientific, technical, or professional journals. Include any peer-reviewed publication in the periodically published proceedings of a scientific society, a conference, or the like. A publication in the proceedings of a one-time conference, not part of a series, should be reported under “Books or other non-periodical, one-time publications.”
 - Identify for each publication: Author(s); title; journal; volume; year; page numbers; status of publication (published; accepted, awaiting publication; submitted, under review; other); acknowledgment of Federal support (yes/no).
- ii. *Books or other non-periodical, one-time publications*: Report any book, monograph, dissertation, abstract, or the like published as or in a separate publication, rather than a periodical or series. Include any significant publication in the proceedings of a one-time conference or in the report of a one-time study, commission, or the like.
 - Identify for each one-time publication: Author(s); title; editor; title of collection, if applicable; bibliographic information; year; type of publication (book, thesis or dissertation, other); status of publication (published; accepted, awaiting publication; submitted, under review; other); acknowledgment of Federal support (yes/no).
- iii. *Other publications, conference papers, and presentations*: Identify any other publications, conference papers and/or presentations not reported above. Specify the status of the publication as noted above.

NOTE: Please do not send or attach any publications, papers or presentations.

b. **Websites** (title, description, URL)

c. **Technologies or Techniques** (Describe the technologies or techniques and how they are being shared.)

d. Inventions, Patent Applications, and/or Licenses

- i. Identify inventions, patent applications with date, and/or licenses that have resulted from the research.

4. Outcomes

This component should describe ways in which the application of outputs has produced outcomes during the reporting period. Describe how research outputs are being used to create expected or actual outcomes with the understanding that outcomes can sometimes take a significant amount of time.

List any outcomes resulting from the program during the reporting period. Examples of outcomes include:

- Increased understanding and awareness of transportation issues
- Passage of new policies, regulation, rulemaking, or legislation
- Increases in the body of knowledge
- Improved processes, technologies, techniques and skills in addressing transportation issues
- Enlargement of the pool of trained transportation professionals
- Adoption of new technologies, techniques or practices

5. Impacts

a. What is the impact on the effectiveness of the transportation system?

Describe how the outcomes of research have been implemented and impacted (either positively or negatively) the operations and effectiveness of the transportation system. These impacts should be based on data collected in the assessment of the implemented outcome.

b. What is the impact on the adoption of new practices, or instances where research outcomes have led to the initiation of a start-up company?

Describe ways in which research outcomes made an impact, or are likely to make an impact, on commercial technology or public use, including:

- Transfer of results to entities in government or industry;
- Instances where the research has led to commercialization of a technology or process; or adoption of new practices.

c. What is the impact on the body of scientific knowledge?

Describe how findings, results, techniques that were developed or extended or other products from the program made an impact or are likely to make an impact of the base of knowledge, theory, and research and/or pedagogical methods in the principal disciplinary field(s) of the program. Summarize using language that an intelligent lay audience can understand.

How the field or discipline is defined is not as important as covering the impact the work has had on knowledge and technique. Make the best distinction possible, for example, by using a “field” or “discipline”, if appropriate, that corresponds with a single academic department (i.e., physics rather than nuclear physics).

d. What is the impact on transportation workforce development?

Describe how the program made an impact or is likely to make an impact on transportation workforce development. For example, how has the program:

- Provided opportunities for research and teaching in transportation and related disciplines;
 - Improved the performance, skills, or aptitudes of members of underrepresented groups that will improve their access to or retention in transportation research, teaching, or other related professions;
- Grant Deliverables and Reporting Requirements for 2016 and 2018 UTC Grants (Nov 2016, revised June 2018) 20 or
- Developed and disseminated new educational materials or provided scholarships; or provided exposure to transportation, science and technology for practitioners, teachers, young people, or other members of the public?

6. Changes & Problems

- a. Changes in approach and reasons for change.**
- b. Actual or anticipated problems or delays, and actions or plans to resolve them.**
- c. Changes that have a significant impact on expenditures.**
- d. Significant changes in use or care of human subjects, vertebrate animals, and/or biohazards.**
- e. Change of primary performance site location from that originally proposed.**

7. Data Management Plan

- a. Have you made changes to the data management plan for your individual research project? These updates include, but are not limited to, changes in the confidentiality of the data you are collecting and anticipate on submitting as final data at the end of your research project. If changes have been made, select yes and upload an updated DMP form. Updates should be completed using the original DMP form sent to you by MATC staff. Remember to adjust version control on the form by updating the date in the name of the file and in the footer of the document. Changes should also be indicated in the changelog found at the end of the form.