



ODOT Research Section Review and Publication Process

ODOT Research Section
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The pre-publication review of a research report is an important part of producing high quality research product. The purpose of this document is to outline the typical processes, timelines and responsibilities for the production and review of content of a research report prior to publication.

Event	Approximate Timeline	ODOT Research Coordinator	Principal Investigator/ Research Team	Editing/ Publication Team	TAC
Pre-publication Check-in	20 weeks prior to publication	Retransmit publication template and guidance as a reminder to PI and Research Team. Discuss schedule expectations with PI.	Continue work on project. Discuss schedule expectations with ODOT Research Coordinator.	Track when report should be expected	
Draft Final Report Transmittal*	10 weeks prior to publication	Acknowledge receipt of draft final report	Transmit a "Publication Ready"* Draft Final Report	Continue tracking progress	
Coordinator Review of Draft	10 weeks prior to publication	Review Draft Final Report, Read the whole report for content, clarity, formatting, and internal consistency. (If not "Publication Ready"* for TAC review, return to PI for revision) If "Publication Ready", forward to TAC for Review	If report isn't publication ready and returned, please review guidelines and for content, clarity, formatting, and internal consistency.		
TAC Review of Draft	7-9 weeks prior to publication	Coordinate TAC Review	Respond to Questions	Review Draft Final Report formatting and comment of any needs to Project Coordinator	Read the whole report for technical content consistency with expectations of the research plan, and application in practice.
TAC Meeting	7 weeks prior to publication	Set up and attend TAC Meeting	Attend TAC Meeting, Final Report Presentation		Attend TAC Meeting



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Post-TAC Coordination	6-7 weeks prior to publication	Compile Final TAC comments and transmit them to PI			
Revise Draft Final Report	3-6 weeks prior to publication	Coordinate with PI	Produce Final Report that addresses Final TAC Comments		Answer Project Coordinator Questions as needed
Transmittal of Final Report	3 weeks prior to publication		Deliver Final Report to ODOT	Track Progress	
Final QC and verification of contract obligations	0-3 weeks prior to publication	Review of Final Report	Correct all errors and omissions identified by editing and publication team	Prepare Final Report for Publication, Set Report up for Posting/Printing	
Publish Report	PUBLISH	Send acceptance of final deliverable to PI, coordinator final payment	Prepare final invoice	Publish Report online / send out general report distribution.	
Project Close Out	3 weeks after publication	Annual Report write-up, High Value Research language, Implementation Plan, and Research Note		Clear project from Financial Services system after final invoice has been paid.	Work with the Research section and appropriate ODOT leadership to implement the research findings

* "Publication Ready" Draft Final Report in the prescribed ODOT report format. (Formatting includes correct fonts, spacing, citations and graphics) Contents typically include: an updated abstract, acknowledgement, disclaimer, introduction, updated lit review, final research methodology, analysis section, discussion of results, conclusions, and potential for future research, application, or technology transfer, and other sections as appropriate. The abstract should be in present tense, and indicate the value of the work to a potential reader.

ODOT publication guidance is available online at: http://www.oregon.gov/ODOT/TD/TP_RES/Pages/Step5.aspx