



Center for Safety Equity in Transportation

If you have a right to get there, you have a right to get there safely.

University of Alaska Fairbanks 245 Duckering 907-474-5552 cset.utc@alaska.edu

September 18, 2017

Reporting requirements for CSET projects are as follows (reference CSET <project #> on all correspondence):

- 1) A Quarterly Report is due 15 days after the end of each quarter (i.e., October 15, January 15, April 15 and July 15). These will be submitted electronically to the CSET email at cset.utc@alaska.edu. Report format is attached.
- 2) Any work deliverables stated in the proposal are due on or before the date specified to CSET. If there is deviation of these dates, notification to CSET must be made 30 days prior to the expected due date. The PI is responsible to track these dates.
- 3) A Final Report is due upon completion of the project. This will also be submitted electronically in MS Word to the CSET email address and is due at the end of the project. The final report template is available on the CSET webpage.
- 4) For use on the CSET website and outreach materials, the PI is to submit the following electronically to the CSET email address during the first quarterly reporting period:
 - a. One photo of the primary PI;
 - b. Three high quality photographs (no less than 6016x4016 at 300 dpi or equivalent) related to the project; photographs taken specifically for the project are preferred - legally acquired stock photos of related content licensed for reuse without attribution and photos from previous but related research if the photo has not been previously used or published will be considered on a case-by-case basis;
 - c. One to two paragraphs that summarize the project and highlight the need and immediate benefits of the project
 - d. One to two paragraphs summarizing the PIs research background and relevance to the project;
 - e. List of active PI website(s) and/or social media pages as well as the PI's OrcID; and
 - f. List of student researchers funded on the project with their degree program
- 5) GoToMeetings with the peer panel will be held no less than biannually, the PI is responsible to schedule these dates.
- 6) Annual Report information as defined by USDOT will be required semi-annually. The PI will be notified of the reporting requirements 30 day prior to the submittal date.

General provisions of CSET awards:

- 1) All equipment purchases exceeding \$5000 and foreign travel (including Canada) requires prior approval by USDOT or it will not be covered by CSET funds or eligible for match.
- 2) Prior approval is required for budget transfers among direct cost categories exceeding 10% of the approved total budget.
- 3) 50% match is required for this award.
- 4) Extensions will be reviewed on a case by case basis and approved by the Executive Committee. Notice is required no later than 30 days prior to end date of the project.
- 5) The CSET Director reserves the right to cease funding if the terms of the agreement or the proposal are not being met.
- 6) Complete proposal is incorporated by reference.

As the primary Principal Investigator for your project, you are responsible for meeting all reporting and general requirements, as well as all deliverables as cited in your proposal. If you have any questions or concerns with your award, do not hesitate to contact any of the CSET administrators:

Kathy Petersen, Grant Manager; 474-6410; kspetersen@alaska.edu

Billy Connor, Director; 474-5552, bgconnor@alaska.edu

Dr. Nathan Belz, Assistant Director; 474-5765, npbelz@alaska.edu