



Wisconsin Department of Transportation

Wisconsin Highway Research Program (WHRP)



Final Steps in a Research Project

Acronyms

COP - Close-Out Presentation
CS - Contract Specialist at WisDOT R&L
DBSI - Division of Budget and Strategic Initiatives
FHWA - Federal Highway Administration
PI - Principal Investigator
PIRSI - Bureau of Performance Improvement, Research, and Strategic Initiatives
POC - Project Oversight Committee
QPR - Quarterly Progress Report
R&L – WisDOT Research and Library
TOC – Technical Oversight Committee
UWTS – University of Wisconsin-Madison Technical Support
WisDOT – Wisconsin Department of Transportation

Final Report and Close-Out Presentation

At the end of the project the researchers will prepare a final report and a presentation. Please follow the link to see Final Report and Close-Out Presentation Information.

Research Brief

After the Approved Final Report is submitted, Research & Library staff will create a Research Brief based on the Final Report and Close-Out Presentation which will be posted on the WisDOT website.

Quarterly Progress Reports (QPRs)

Researchers are required to complete Quarterly Progress Reports (QPRs) for all quarters within the date range of the project. Please see Quarterly Progress Report Instructions for full details. The final QPR for the project will be sent after the project has been completed and the End Date has passed.

Invoice End Date - Found in Letter of Authorization to Begin Work

At the start of the project, WisDOT R&L sent an email and "Authorization to Begin Work" letter with a Start Date and an End Date for the project. Invoices can only include charges for services provided within the date range between the Start Date and End Date of the project.

The Final Invoice may be submitted up to 120 days after the End Date. Invoices can be submitted quarterly, with or after the QPR. Invoices will be held until the QPR is reviewed and approved by the POC Chair. Please see Invoice Information for full details.

Implementation Tracking

WisDOT seeks to fund research with high implementation potential. Implementation potential will be tracked throughout the lifecycle of this research project and may include changes to expected implementation. The research plan must include specific statements describing anticipated research results and an assessment of implementation potential. R&L staff will collect information and monitor progress regarding Implementation activities and results.

Use of Artificial Intelligence

It is requested the Final Report include a statement describing the use of generative AI, if any – including tools, prompts, and responses. In the text or in an appendix, describe how generative AI was used (e.g., grammar edits, creating a survey, data analysis), the AI tool used, the prompt(s) used, and the responses received. If using citations provided by generative AI, verify authenticity.

508 Compliance

The researcher is requested to ensure all documents, spreadsheets, presentations, websites, software, and training videos conform to Section 508 standards of the Rehabilitation Act.

**Thank you for your participation in the Wisconsin Department of Transportation
Wisconsin Highway Research Program (WHRP).**