**Final Deliverables Transmittal Form**

(To accompany the complete revised final deliverables)

Date:

To: [Senior Program Officer]

From: [Principal Investigator]

Subject: [Program, Project number]

 [*Project Title]*

In transmitting the project’s final deliverables, I certify the following:

[ ]  All changes requested at the Draft Final Deliverables stage have been addressed and written responses to every comment have been provided.

[ ]  The *Certification of Compliance with Copyright Requirements* form has been signed and is enclosed/attached.

[ ]  The *Checklist for Final Deliverables Being Considered for Pre-Publication* (if applicable) form has been completed and is enclosed/attached.

[ ]  XX sets of hard copies of all revised final deliverables are enclosed/attached.

(Itemized list of deliverables - SPO identifies each item that should be delivered.)

[ ]  Digital versions of all revised final deliverables are enclosed/attached.

(Itemized list of deliverables - SPO identifies each item that should be delivered.)

[ ]  The digital files match the hard copies exactly with all artwork embedded.

[ ]  Textual material to be edited is provided in MS Word.

[ ]  Files in other formats (such as software, databases, and PowerPoint) are acceptable BUT must be fully functional, because they will be used as submitted.

[ ]  “Native” files for artwork not originally created in MS Word (i.e., before being embedded into a Word document, they were a .jpg, .xls, .ppt, or other file) have been enclosed/attached/transmitted

[ ]  Names, affiliations, cities, and states of research team members as they should appear on the title page of the CRP publication have been provided and are enclosed/attached.

[ ]  The Principal Investigator contact information is correct and is provided in the signature box below.

|  |  |
| --- | --- |
| Name of PI or main author | Principal Investigator **[Signature & Date]** |
| Email address | PI@contractor.email |
| Phone number | 555-555-1212 |
| Shipping/mailing address |  |

**Exhibit 7. Final Deliverables Transmittal Form**