**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**