**Checklist for Final Deliverables Being Considered for Pre-Publication**

Date:

To: [Senior Program Officer]

From: [Principal Investigator]

Subject: [Program, Project number]

[*Project Title]*

Your final deliverable may be made available to the public as an online pre-publication draft. If your final deliverable becomes a pre-publication draft, it will be given a cover sheet and placed online “as is”; therefore, please make every effort to provide a clean, readable document. To help you with this, please review Chapter 5 of the *Procedural Manual for Contractors Conducting Research in the Transportation Research Board’s Cooperative Research Programs*.

\_\_ Run spellcheck on your final deliverable

\_\_ Review each page of the document to ensure that

\_\_ Pages are numbered and the page numbers are sequential (by chapter is acceptable)

\_\_ No artwork or text is cut off, runs off of the page, or overlaps

\_\_ There are no other obvious malfunctions in page layout

\_\_ Check the table of contents to ensure that

\_\_ All listed parts/sections/appendixes are in the document

\_\_ Listed headings/sections track with those in the document [it is OK if only the highest-level heading(s) are listed in the table of contents]

\_\_ Check artwork to ensure that

\_\_ Artwork is credited if it is taken from another source (i.e., not produced for this project by the contracting team)

\_\_ Authors have obtained permission to use materials not produced by the contracting and/or research team (e.g., photos, artwork, tables or graphs.)

\_\_ Check that supplemental products (e.g., spreadsheets and software tools) are complete and function correctly

\_\_ Check for sensitive content including

\_\_ Personal contact information (e.g., for survey participants and others) is not included