

# **JTRP Electronic Submission Policy**

(Effective on all projects completed after July 1, 2000)

This policy is implemented for the purposes of expediting electronic accessibility and archival.

## **Draft Final and Final Report**

Both draft and final reports will be submitted by the PI in electronic form, MS Word format. The report will be organized so that each section is a separate file. Report sections include the following:

- Title page
- Abstract page
- Technical Summary
- Table of Contents
- Table of Figures
- Table of Tables
- Chapters (or appropriate subchapters)
- Bibliography or References
- Appendices

Each figure, table, chart, image will be embedded in its appropriate section.

These files will be stored in appropriate folders on the JTRP web site by the JTRP Office.

## **Project Documents**

Electronic files for the proposal, quarterly progress reports, SAC meeting minutes, Extension and Expansion requests, must be submitted by the PI and stored in appropriate JTRP web folders by the JTRP Office. Each project will have a folder structure established on the JTRP website where these documents will be placed.

### Project Folder Structure

Each project will have the following folder structure established. The ones marked with an \* will have access limited by password. Access will be restricted to the Project Administrator, Principal Investigators, JTRP Board members, and SAC members. The folder structure is based on the SPR number.

- Proposal
- Quarterly Reports
- SAC Minutes - \*
- Draft Final - \*
- Final Report
- Approvals/Expansion and Extensions- \*
- Implementation Plan Form - \*
- Miscellaneous - \* (supporting files and documents PI wishes to save)
- Computer Program