Project Summary Reports (PSRs)

Please do not format your summary with extensive formatting; TxDOT lays out the final publication. Just submit your PSR as a Word document, with an average of 800 words.

A graphic is not required, but may be included if it will most effectively convey the information. Text will then need to be shortened to make space for the graphic.

Note: The Technical Report Documentation Page ("DOT" page) is not required when submitting a PSR.

Below is a checklist for your use in preparing the submittal.

**1. Begin the document by providing the following information:**

Project Summary Report [#-####-S]—include project prefix (Ex. "0-1234-S")

Project [#-####]: [project title]

Research Supervisor: [name & phone number]

Research Team: [the names of research team members who should be credited in the PSR ]

Project Termination Date: [date]

**2. In the body of the PSR, include these four headings and accompanying text:**

**Background** - a brief description on the purpose and scope of the project and why the research was important.

**What the Researchers Did** - a brief summary of project activities, and problems encountered, if any.

**What They Found** - a summary of the research findings and what conclusions can be drawn from them, and whether or not the findings were as anticipated.

**What This Means** - suggestions from the research team for putting project findings to use.