

Quarterly Report & Meeting Schedule

1st Quarter (January 1st to March 31st)

1. **DRAFT QUARTERLY REPORT** ~ DRAFT Quarterly Report and ESTIMATED expenditures/invoicing
 - April 1st – April 15th, the DRAFT Quarterly report with estimated expenditures/invoicing is due to the Research PM, no exceptions. Lateness will be documented.
 - The PI is responsible for submitting the DRAFT REPORT to both the Research PM as well as the Customer and only appropriate research team members at the institute of higher education (IHE) and NJDOT. *FHWA, nor any other party shall receive the report directly from PIs.*
2. **QUARTERLY MEETING** ~ Research Project Manager, PI & Team, Customer
 - April 15th – April 30th, the Quarterly MEETING shall be held, no exceptions. Lateness will be documented.
 - The meeting is scheduled well in advance. NJDOT customers, Research PMs, and Research team members shall make adherence to these dates a priority.
 - Work conducted after the end of the 1st quarter (March 31st) shall NOT be discussed during this meeting.
3. **FINAL QUARTERLY REPORT** ~ Quarterly Report and FINAL expenditures
 - May 15th – May 31st, the FINAL Quarterly Report ***and*** FINAL expenditures/invoicing due to the Research PM, no exceptions. Lateness will be documented.
 - PI is responsible for making any and all revisions to the quarterly report, expenditures/invoices and submitting all FINAL documents to the Research PM to sign.



1st Quarter

2nd Quarter (April 1st to June 30th)

1. **DRAFT QUARTERLY REPORT** ~ Quarterly Report and ESTIMATED expenditures/invoicing
 - July 1st – July 15th, the DRAFT Quarterly report with estimated expenditures/invoicing is due to the Research PM, no exceptions. Lateness will be documented.
 - The PI is responsible for submitting the DRAFT report to both the Research PM as well as the Customer and only appropriate research team members at the institute of higher education (IHE) and NJDOT. FHWA, nor any other party shall receive the report.
2. **QUARTERLY MEETING** ~ Research Project Manager, PI & Team, Customer
 - July 15th – July 31st, the Quarterly MEETING shall be held, no exceptions. Lateness will be documented.
 - The meeting is scheduled well in advance. NJDOT customers, Research PMs, and Research team members shall make adherence to these dates a priority.
 - Work conducted after the end of the 2nd quarter (June 30th) shall NOT be discussed during this meeting.
3. **FINAL QUARTERLY REPORT** ~ Quarterly Report and FINAL expenditures
 - August 15th – August 30th, the FINAL Quarterly Report and FINAL expenditures/invoicing due to the Research PM, no exceptions. Lateness will be documented.
 - PI is responsible for making any and all revisions to the quarterly report, expenditures/invoices and submitting all FINAL documents to the Research PM to sign.



2nd Quarter

3rd Quarter (July 1st to September 30th)

1. **DRAFT QUARTERLY REPORT** ~ Quarterly Report and ESTIMATED expenditures/invoicing
 - October 1st – October 15th, the DRAFT Quarterly report with estimated expenditures/invoicing is due to the Research PM, no exceptions. Lateness will be documented.
 - The PI is responsible for submitting the DRAFT report to both the Research PM as well as the Customer and only appropriate research team members at the institute of higher education (IHE) and NJDOT. FHWA, nor any other party shall receive the report.
2. **QUARTERLY MEETING** ~ Research Project Manager, PI & Team, Customer
 - October 15th – October 30th, the Quarterly MEETING shall be held, no exceptions. Plan to schedule around any holidays. Lateness will be documented.
 - The meeting is scheduled well in advance. NJDOT customers, Research PMs, and Research team members shall make adherence to these dates a priority.
 - Work conducted after the end of the 3rd quarter (September 30th) shall NOT be discussed during this meeting.
3. **FINAL QUARTERLY REPORT** ~ Quarterly Report and FINAL expenditures
 - November 15th – November 30th, the FINAL Quarterly Report ***and*** FINAL expenditures/invoicing due to the Research PM, no exceptions. Plan to schedule around any holidays. Lateness will be documented.
 - PI is responsible for making any and all revisions to the quarterly report, expenditures/invoices and submitting all FINAL documents to the Research PM to sign.



3rd Quarter

4th Quarter (October 1st to December 31st)

1. **DRAFT QUARTERLY REPORT** ~ Quarterly Report and ESTIMATED expenditures/invoicing
 - January 1st – January 15th, the DRAFT Quarterly report with estimated expenditures/invoicing is due to the Research PM, no exceptions. Lateness will be documented.
 - The PI is responsible for submitting the DRAFT report to both the Research PM as well as the Customer and only appropriate research team members at the institute of higher education (IHE) and NJDOT. FHWA, nor any other party shall receive the report.
2. **QUARTERLY MEETING** ~ Research Project Manager, PI & Team, Customer
 - January 15th – January 31st, the Quarterly MEETING shall be held, no exceptions. Plan to schedule around any holidays. Lateness will be documented.
 - The meeting is scheduled well in advance. NJDOT customers, Research PMs, and Research team members shall make adherence to these dates a priority.
 - Work conducted after the end of the 4th quarter (December 31st) shall NOT be discussed during this meeting.
3. **FINAL QUARTERLY REPORT** ~ Quarterly Report and FINAL expenditures
 - February 15th – February 28th, the FINAL Quarterly Report and FINAL expenditures/invoicing due to the Research PM, no exceptions. Plan to schedule around any holidays. Lateness will be documented.
 - PI is responsible for making any and all revisions to the quarterly report, expenditures/invoices and submitting all FINAL documents to the Research PM to sign.



4th Quarter