

Research Notes Template Example

Research Notes draft template: This 2-page document is intended to provide an overview of research in progress to a general audience. Provide responses in paragraph format. Use plain English, everyday words, active voice, and short sentences. Spell out all acronyms and define all technical terms. Research Notes is a "living" document that needs quarterly revisions to ensure the research information is current and accurate.

Please check BOTH boxes before sending to the Communications Team:

- Reviewed and approved by *Branch Chief*
- Reviewed and approved by *Office Chief*

Sidebar Info

Program Steering Committee (PSC): XXXX

MONTH YEAR

Project Title: **<Title Needs to Match the Project Title in the Research Project Management Database (RPM D)>**

Task Number: #####

Start Date: Month, Day, Year

Completion Date: Month, Day, Year

Task Manager:

Name, Title

first.last@dot.ca.gov

TASK TITLE:

<Title Needs to Match the Task Title in the RPM D.>

SUBHEAD:

<Summarize what is being done; 20 words.>

Answer the following questions in 550–650 words.

WHAT IS THE NEED? (2-3 paragraphs)

<This section provides the reader with a clear and concise description of the need or problem.>

Briefly describe the reason(s) Caltrans is conducting this research. Include any pertinent background information. If this task is a part of a multi-task project, explain how this task relates to the project as a whole.>

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WHAT ARE WE DOING? (2-3 paragraphs)

<This section provides the reader with a description of the research that will address the problem.

Briefly describe the research and how it will be conducted chronologically throughout this task.>

WHAT IS OUR GOAL? (2-3 sentences)

<This section provides the reader with the anticipated research outcome and end product.

Describe the anticipated outcome and the end product or deliverable that will result from this research.>

WHAT IS THE BENEFIT? (1-2 paragraphs)

<This section summarizes the statewide significance of the research and the benefits to Caltrans.

Briefly describe the benefit of the research to California (and other entities, if applicable).>

WHAT IS THE PROGRESS TO DATE? (2-3 paragraphs)

<This section informs the reader of the research progress to date and what will be done next.

Summarize any completed research milestones or accomplishments to date for this task. Describe the immediate next step for this task.>

IMAGES

<Attach photos, figures, graphs, screen shots of tools, or links to any images to complement the research as separate files. Provide all captions in the space below.>