

Research Results Template Example

Research Results draft template: This 2-page document provides an overview of completed research for a general audience. Summarize the research by addressing the questions. Use plain English and avoid jargon. Define technical terms and spell out abbreviations and acronyms. If possible, use active voice.

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 (RPMD)>**

Task Number: #####

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 RPMD.>

SUBHEAD:

<Summarize what was done; 20 words.>

Answer the following questions in 550–650 words.

WHAT WAS THE NEED?

<Explain why the research was conducted: historical background info; a problem that needed to be addressed; tools that needed improvement and why; federal mandates. Satisfy the reader that the research was justified.>

WHAT WAS OUR GOAL?

<Summarize the research objective in 1 or 2 sentences. This might be the only section read, so make it clear.>

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WHAT DID WE DO?

<High-level overview of what was done during the research and how it was conducted. Acknowledge the contribution or involvement of other organizations. Info can be a bulleted list.>

WHAT WAS THE OUTCOME?

<Describe what was learned from the research. What did the results show or how is the research being used. Do the results address the Caltrans need? Can also include mention of future research or changes. Info can be a bulleted list.>

WHAT IS THE BENEFIT?

<How does the public or Caltrans benefit? What was saved, gained, aided by this research. Do other entities (DOTs, California, private/publc sectors) benefit from the results? Some people might just read the goal and benefit, so tie them together.>

LEARN MORE

<Provide link to final report or other pertinent info, such as how to access an online tool.>

To view the evaluations:

xxx@xxx.xxx

IMAGES

<Attach photos, figures, graphs, screen shots of tools, or links to any images to complement the research.>