TLRI: process for final outputs

Principal Investigator
Sends:
- *End of Project* report (8000 words)
- *Final Milestone* report
- Outcomes poster
- Any additional outputs e.g. presentation slides

TLRI Administrator
Records receipt of first draft and forwards report to TLRI Project Monitor and TLRI Project Leader.

TLRI Project Monitor:
- Reviews the End of Project report[1]
- Discusses draft feedback with the TLRI Project Leader
- Provides feedback to the Principal Investigator and agrees deadline for revised report
- Reviews revised version. Sends agreed final version to TLRI Administrator.

[1]
- Does it follow the content guidelines given in the final output portfolio document?
- Does it have a clear connection between data, analysis, and findings/implications?
- Is it readable? (competently written for appropriate audience)
- Is the language accessible? (plain language, avoids jargon)
- Is referencing complete and accurate

(Seek advice from others e.g. Stats team, TLRI Project Leader where appropriate)

Principal Investigator
- Responds to feedback
- Sends revised report back

TLRI Administrator
- Records receipt of final version and forwards report to Publishing Manager.
- Forwards final invoice for payment

Publishing Manager
- Coordinates copy editing, and checks final version with Principal Investigator.
- Sends confirmed final End of Project report to TLRI Project Leader.

Principal Investigator
- Responds to editing queries.
- Checks final proof for accuracy.

TLRI Administrator

Loads report and outputs onto website.

Asks Principal Investigator to check website and supply updated text relevant to new status as completed project.

Updates project status on:
- website
- TLRI smartsheet
- TLRI filing system

Principal Investigator

Checks website for accuracy and supplies updated text relevant to new status as completed project. Principal Investigator can ask the administrator to add outputs or update the webpage information at any stage.