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## Checklist for Submitting Final Report

Please check the final report carefully to avoid any delays in editing and publication of this report. ***The publisher will not accept an incomplete package.*** Complete this form and submit it with the final report.

**Report title** \_\_\_\_\_

**Project number** \_\_\_\_\_

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- One original
  - Half title page
  - Title page
  - Disclaimer-copyright page
  - Table of contents
  - List of tables
  - List of figures
  - Foreword
  - Acknowledgments
  - Executive summary
  - Main body of report
  - Reference list
  - Abbreviations list
- Disk(s) or CD that exactly matches the final report
- Completed permission form that lists each table and figure in the report regardless of their origin with explanation as to *why* permission is not required to use material from a copyrighted source (for example, the explanation might indicate the extent to which the source was used—"Data from" or "Adapted from")
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- Completed Project Profile form and matching file
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