



HIP MENTOR'S RESEARCH PORTFOLIO DELIVERABLES CHECKLIST

HIP-SPECIFIC DELIVERABLES: To fully satisfy the conditions of the Terms of Reference for the DoD HPCMP HIP Program, **ALL** of the following must be completed. **NOTE: Refer to the HIP Mentor's Briefcase for Deliverable Guidelines and Forms.**

HIP Project Research Portfolio

- | | | |
|-------------------------|---|--|
| For Each Intern: | <input type="checkbox"/> Research Paper | <input type="checkbox"/> Briefing Slides |
| Mentor: | <input type="checkbox"/> Mentor Report (QuadChart) | |
| Public Release: | <input type="checkbox"/> Copy of all Public Release approvals | |

Clearance Markings

- All documents (papers, slides and posters) in the portfolio have the appropriate distribution markings

Files

- Mentor Report** using the following convention:
 - HIP_YY_project no_your last name_report.ppt
Example: **HIP_YY_040_Schwartz_MentorReport.ppt**
- Research paper** using the following convention:
 - Must be a Word document (no pdf files)
 - HIP_YY_project no_mentor's last name_intern's last name_paper.doc
Example: **HIP_YY_040_Schwartz_Aller_paper.doc**
- Briefing Slides** using the following convention:
 - HIP_YY_project no_mentor's last name_intern's last name_presentation.ppt
Example: **HIP_YY_040_Schwartz_Aller_presentation.ppt**

Deliver to HPCMP

- Forward all documents to HIP email found on Mentor To Do checklist
- Please use the following in the subject line of your email so we can be sure that we have all of your deliverables. Subject: **HIP-YY-Project no Research Portfolio _ of _**
Example: Subject: **HIP-17-040 Research Portfolio 3 of 3 emails**
- DO NOT** ask your interns to forward their documents directly to HPCMP