



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:** Research Paper Briefing Slides Poster
- Mentor:** Mentor Report (QuadChart)
- Public Release:** Copy of all Public Release approvals for **all** documents, as appropriate

Clearance Markings

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

Files

- Mentor Report** using the following convention:
- 2015HIP project no_your last name _report.ppt
Example: **HIP_16_040_Schwartz_MentorReport.ppt**
- Research paper** using the following convention:
- Must be a Word document (no pdf files)
 - 2015HIP project no_mentor's last name_intern's last name_paper.doc
Example: **HIP_16_040_Schwartz_Aller_paper.doc**
- Briefing Slides** using the following convention:
- 2015HIP project no_mentor's last name_intern's last name_presentation.ppt
Example: **HIP_16_040_Schwartz_Aller_presentation.ppt**
- Poster** using the following convention: can be submitted in ppt or pdf
- Can be submitted in ppt or pdf
 - 2015HIP project no_mentor's last name_intern's last name_poster.
Example: **HIP_16_040_Schwartz_Aller_poster.**

Deliver to HPCMP

- Forward all documents to: 2016-HIP@HPC.mil
- Please use the following in the subject line of your email so we can be sure that we have all of your deliverables. Subject: **2016Project no Research Portfolio _ of _**
Example: Subject: **HIP-16-040 Research Portfolio 3 of 3 emails**
- DO NOT** ask your interns to forward their documents directly to HPCMP.