INSTRUCTIONS FOR PREPARING AND SUBMITTING PROPOSALS

Please use the following guide to prepare and submit proposals.

Maximum proposal length, including items 1 through 7 below (i.e., statement of work, supporting information, budget, and cover page) is 14 pages. This excludes the PI and Other Investigators Information, which will be an Appendix at the end of the proposal.

Proposals should be typed in a font size not less than 11 point and be submitted in a single PDF. Please use line numbering for ease of reference during the review process.

P.I. or university signature or cover letter is **NOT** required at this stage. There should be only one "Principal Investigator". Additional Researchers, if any, may be listed as "Other Investigators."

The Technical Advisory Committee for Transportation Pooled Fund Study is requesting potential researchers identify possible risks to the project schedule if funded. This is an effort to reduce to project extensions and obtain timely results. Examples of risks include data availability and access, site selection, construction schedules, weather, etc.

Selection Criteria

Proposals will be evaluated in the following areas:

- Creative/Innovative Elements of Project
- Understanding of the Problem Statement
- Research and Analysis Methodology
- Experience/Expertise of Research Team in the Proposed Technical Area
- Readability including Grammar, Spelling, Punctuation, and Organization
- Project Implementation Plans
- Proposal Cost vs Value/Impact

Required Information for each Full Proposal

1. **Cover Page** (*See attached format*)
2. **Executive Summary Page**
   - Proposal Title
   - Executive Summary
3. **Table of Contents**
4. **Formal Statement of Work**
   - Introduction - Including background information on the research need
   - Research Need Definition – Detailed description of this particular research need
   - Research Objectives
   - Research Tasks and Methodology

- Significance of Proposed Work – what impact will this work have? how is this work novel?
- Anticipated Research Products
    - This might include specifications, testing procedures, workshop, policy document, design guides etc.
- Preliminary Implementation Plan that details:
    - Who will use the Research Product(s)
    - How will users use the Research Product(s)
    - The impact of the Research Product(s)
    - Training and resources required for successful implementation and technology transfer
- Proposed Project Schedule
- Risks to Project Schedule
    - Identify potential risks to project schedule (i.e., acquiring/accessing data, site selection, construction schedule, weather, etc.)

5. **Research Budget Page** (*See attached template*)
6. **Justification of Budget Line Items**
7. **Breakdown** of Effort in days by Personnel and Tasks (*See attached format*)
8. **Appendix: P.I. and other investigators' information**
    - Use the format provided, to not exceed 2 pages per researcher
    - Do NOT include copies of full resumes
    - A list of directly related publications (five max) by the proposer(s) & (ten max) by others

Submission of Proposals

Research Proposals are submitted via the same website used for idea collection. The website provides the advantage of users being able to attach their proposal documents and provides notification on successful submittal. Users may also return to the site to update information or attach additional files.

External users must log into the site. An NCDOT Business NCID is required. Instructions for obtaining an NCID and registering as a user are provided at the link below.

If you previously registered for the idea site, your ID and password should work for the proposal site but **please verify that your login credentials still work.**

Note that new user registration may take 2 or more days as the process is partially manual. *Do not wait until the due date to attempt site registration.*

The web form for requesting access and the link for proposal submittals can be found at the following location:

https://connect.ncdot.gov/projects/research/Pages/research-dev-ideas.aspx

Once fully registered, you will click the green button to submit a proposal. Fill out the basic contact information and attach the proposal document(s).

You may go back and review your submitted proposal at any time.

In the NCDOT Proposal Form you must populate all Fields and include a proposal attachment in PDF format prior to submitting your proposal.

NCDOT Proposal Form Submission

Click the button below to submit your proposal.

Submit NCDOT Proposal