

**CONNECTICUT COOPERATIVE TRANSPORTATION RESEARCH PROGRAM
CALL FOR PRE-PROPOSALS
Program Year 2013-2014**

The Connecticut Cooperative Transportation Research Program, a combined effort of the Connecticut Department of Transportation and the University of Connecticut, sponsors research that focuses on problems and issues relevant to the state's transportation system.

The Joint Highway Research Advisory Council (JHRAC), the policy-making body for the Connecticut Cooperative Transportation Research Program, is inviting pre-proposals for one new 12 to 18 month research project for the 2013-2014 program year that focus on problems and issues relevant to the planning, construction, maintenance, operation and administration of the state's transportation system. Among the priorities of the Program is the support of results-based innovations that have a strong potential for implementation and can clearly demonstrate benefit to the Department of Transportation and the citizens of the state.

If there is a need to contact ConnDOT to further develop proposal ideas, please email Jim Mahoney at: james.mahoney@uconn.edu.

Any University of Connecticut faculty or qualified Principal Investigator may present a pre-proposal to the Council. Pre-proposals for new projects should be prepared according to the attached format and submitted to Stephanie Merrall at smerrall@engr.uconn.edu no later than Tuesday, September 3, 2013 at 11:59 PM

The Council will screen and rank the pre-proposals; however, no written review comments will be provided. It is anticipated that two or three pre-proposals will be selected from the initial screening. Those selected will then be invited to submit full proposals, which will be due by Tuesday, October 15, 2013. It is anticipated that a project will be selected for funding no later than Friday, November 15, 2013.

The following materials are provided for reference and information:

- Pre-proposal Format
- JHRAC Key Policies for Proposal Preparation
- Procedure for Screening and Ranking Pre-proposals and Full Proposals for New Projects

If you should have any questions, please contact:

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Connecticut Transportation Institute
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**CONNECTICUT COOPERATIVE TRANSPORTATION
RESEARCH PROGRAM
PRE-PROPOSAL FORMAT
2013-2014 PROGRAM YEAR**

I. TITLE:

Provide a suggested title in as few words possible.

II. PRINCIPAL INVESTIGATOR(S):

Provide name(s) and attach resume(s). The resume(s) should include only relevant experience and research and be limited to two pages per investigator. Resumes do not count towards the 3 page pre-proposal limit.

III. RESEARCH PROBLEM STATEMENT:

Provide a statement of the general problem or need that will be addressed by the proposal. It should be a problem, issue or need related to Connecticut's transportation system. Researchers are encouraged to discuss potential topics of interest with Department of Transportation personnel. To contact ConnDOT, please email james.mahoney@uconn.edu.

IV. URGENCY, PAYOFF POTENTIAL AND IMPLEMENTATION:

Provide a description of the urgency of the need for this research in relation to the transportation needs of the State of Connecticut and the potential for payoff in benefit/cost terms. The Researcher should also include a statement on the potential for implementation of the research results.

V. OBJECTIVES:

Provide a clear and specific statement of the objectives that are expected to be met by the research.

VI. RESEARCH APPROACH:

Describe the research approach in sufficient detail to allow an evaluation to be made of the likelihood that the approach will achieve the objectives of the research.

VII. RESEARCH PERIOD:

Provide an estimate of the number of months necessary to complete the project including preparation the final report. It is anticipated that the project would begin January 1, 2014 with a 12-18 month schedule. It is important that the research approach must appear to be realistic to achieve completion in the proposed project schedule. Work on the project must be completed by June 30, 2015.

VIII. ESTIMATE OF FUNDING NEEDED:

Provide an estimate of the total funding necessary to accomplish the project objectives. Requests for funding should target \$45,000 and should include direct costs only; do not include indirect costs. Requests for funding up to \$65,000 will be considered, but the PI must include a justification of why the additional funds are being requested and how they will benefit the project. Please refer to the Joint Highway Research Advisory Council Travel Policy when considering travel needs.

Pre-proposals (Sections I to VII) are limited to 3 pages excluding Estimate of Funding, PI resume(s) and references. Pre-proposals must use 1 inch margins and a 12 point font. Pre-proposals must be submitted in electronic format. Any pre-proposals that do not follow these requirements will not be reviewed.

Connecticut Cooperative Transportation Research Program
Joint Highway Research Advisory Council
Key Policies for Proposal Preparation

Research Proposals

A preliminary or full proposal submitted by a PI or co-PI, with an outstanding CCTRIP final report or negative account balance will not be reviewed. A final report is outstanding until submitted for review.

Six months after a project ends, if the final report has not been submitted, a project PI will receive a written notice and be reminded of this policy. If no final report has been submitted 12 months after the project end date, the Council has the option to close the project without a final report. New proposals from PIs and co-PIs of such a project will not be considered for funding in the next three funding cycles.

Financial Report

Monthly financial statements for individual projects will be provided to Principal Investigators by the Connecticut Transportation Institute. PIs are ultimately responsible for project budgets and must confirm charges have been correctly entered. Project negative balances in CCTRIP projects will not be covered by the program. Project budgets are the responsibility of the PI, and any negative balance must be reimbursed to CCTRIP by the PI from discretionary research funding or other sources.

Policy on Travel

This policy applies to all travel funded by the JHRAC. All University of Connecticut travel policies and procedures are incorporated herein by reference.

All anticipated required travel funding must be included in the original project budget. In doing so, there will be two general categories of travel to be considered:

1. Travel necessary for the conduct of the project is reimbursable up to the budgeted amount without special approval of the Council. Such travel must be clearly justified in the proposal narrative. The proposal budget should differentiate between in-state and out-of-state travel and should also break down expenses for air/train fare, auto reimbursement, accommodations, and meals.
2. Up to a maximum of \$1,000 per project year may be used for travel for the purpose of making presentations on JHRAC research at professional meetings.

Any departure from this policy must be approved by the Council prior to planning the travel and will normally be considered at a regularly scheduled Council meeting. Such departure will be approved only in extraordinary circumstances.

**CONNECTICUT COOPERATIVE TRANSPORTATION RESEARCH PROGRAM
PROCEDURE FOR SCREENING AND RANKING
PRE-PROPOSALS AND FULL PROPOSALS FOR NEW PROJECTS**

Phase I: Preliminary Screening

Phase I provides an opportunity for full discussion and screening of the pre-proposals by the Joint Highway Research Advisory Council. Council members will screen and rank the pre-proposals based on the following criteria:

- Does the pre-proposal address a need at the Connecticut Department of Transportation?
- Does the pre-proposal have a high likelihood of implementation upon the completion of the research?
- Is the pre-proposal consistent with the research mission of the University of Connecticut?
- Is the pre-proposal's cost consistent with both the work described and the funding capability of the Connecticut Cooperative Transportation Research Program (does not require an inordinate portion of available funds)?
- Is the pre-proposal's research approach technically sound (likely to achieve the stated objectives)?
- Are the facilities and personnel of sufficient caliber to achieve the stated objects?

Phase II: Full Proposal Screening

Researchers whose pre-proposals pass the Phase I screening will be invited to submit full proposals.

The following criteria will be taken into account when screening full proposals:

- Relative importance and timeliness of the proposal in regard to addressing one or more of the transportation needs facing the State of Connecticut
- Likelihood that the proposal will lead to new discoveries or fundamental advances
- Likelihood that the proposal will alter the Connecticut Department of Transportation's operating procedures to improve efficiencies or improve current practices
- Degree to which the proposal's budget is consistent with both the work described and the funding capability of the Connecticut Cooperative Transportation Research Program