

New Jersey Department of Transportation
Bureau of Research
INFORMATION AND INSTRUCTIONS
FOR PREPARING PROPOSALS

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1. GENERAL INFORMATION

This brochure consists of four sections, with the respective objectives of:

- (1) describing in general terms the New Jersey Department of Transportation (NJDOT) Research Program and its administration,
- (2) describing the sequence of events leading to research,
- (3) describing the administrative requirements to which research organizations are contractually committed, and
- (4) setting forth the specific instructions for preparing and submitting proposals on NJDOT research projects. Readers are cautioned that a thorough understanding of both the third and fourth sections is necessary to the preparation of acceptable proposals.

1.1. The Program

Systematic, well-designed research provides the most effective approach to solving many problems facing transportation administrators and engineers. Often, these problems are of local interest and can best be studied by transportation departments individually or in cooperation with their state universities or other institutions and commercial organizations. Occasionally, due to the size or regional or national nature of the problem, the NJDOT may utilize research contracts to perform regional or national pooled funded studies.

In recognition of these needs, the NJDOT has organized the Bureau of Research to facilitate research and technology transfer with research organizations external to the Department. This Program is supported on a continuing basis by funds from FHWA through State Planning and Research (SPR) and the State Transportation Trust Fund (TTF).

It is to be emphasized that the NJDOT research program is a program of mainly contract research--it does not operate on a grant basis. Further, proposals can be received only in response to announced project's Request For Proposals (RFP's) because each year's funds are earmarked in their entirety for research problems.

The needs for transportation research are many, and the NJDOT research program makes significant contributions to finding solutions for transportation problems of mutual concern to many responsible groups throughout the Department. In doing so, the Program operates complementary to, rather than as a substitute for or duplicate of, other transportation research programs.

1.2. Administration

The NJDOT's authority for administration of the Program rests with the Research Users Committee (RUC). This unit is composed of Division Directors throughout the Department of Transportation. The day-to-day activities are carried out by the Bureau of Research's staff. The RUC provides counsel on all matters relating to policies and procedures required for the planning and administration of the Program, including the acceptability of problems referred by the Bureau of Research.

The Bureau uses Research Project Selection and Implementation Panels (RPSIP) consisting of the research project manager, research customer, and other experts or stakeholders throughout the Department and FHWA. The Research Project Selection and Implementation Panels are responsible for:

- (a) developing an operational plan for the attainment of research problem objectives and implementation, including estimates time requirements
- (b) drafting definitive statements of objectives for research projects within the time allocated
- (c) reviewing research proposals and making recommendations regarding selection of research organization
- (d) reviewing progress of research
- (e) providing guidance regarding technical aspects of the research
- (f) reviewing and evaluating project reports (including quarterly, interim and final reports) as to the accomplishment of objectives and suitability for publication
- (g) facilitation of implementation and training
- (h) making recommendations regarding continuation of studies.

2. SEQUENCE OF EVENTS FOR ANNUAL RESEARCH SCHEDULE (Refer to Figure 1) ANNUAL RESEARCH SCHEDULE

2.1 Annual Research Program

The annual research program begins with a solicitation of problem statements from all members of the Department. These submissions are reviewed by Bureau staff and discussed with research customers. The Research program administered under the Bureau of Research then refers to the problems to the RUC. The submission to the RUC consists of Final Disposition Reports (FDRs) which summarizes the research problem and recommends an approach to solve the solicited problem.

2.2 Research Projects and Technology Transfer/Literature Searches

Following RUC acceptance of each problem, Research Project Selection and Implementation Panels are convened to prepare research project requests for proposals (RFPs) that describe the problems and the specific objectives directed toward problem solution. Some problems are addressed as technology transfer or literature search efforts to determine the state of the art on the particular problem. This is a lesser effort than a full research study.

2.3 Project RFP

After the project RFPs have been developed by the Research Project Selection and Implementation Panels, they are distributed as a package to appropriate research organizations.

Issuance of a project RFP does not constitute an award commitment by the NJDOT or RUC nor does it obligate the Department to pay for costs incurred in the preparation and submission of a proposal.

2.4 Proposals

In response to Bureau of Research project RFPs, any interested university research organization having a Basic Agreement with the Department may submit a proposal following a self-appraisal of qualifications to determine whether or not the respondent possesses, either singly or through a joint effort with others, the requisites of capability and experience necessary to ensure successful completion of the research project. In the instances of joint efforts, a prime contractor must be designated, with full justification if the prime contractor will not carry out over 50 percent of the work (budgeted cost). Proposals become the property of the NJDOT, and are disposed of according to Program policies. All applicable laws and regulations are followed-including the right to reject all proposals.

NJDOT research may be conducted by colleges and universities who possess extensive, demonstrated capability coupled with a proven experience record in the project area. NDOT encourages participation of small businesses, minority-owned firms, and women's business enterprises as contractors or subcontractors for NJDOT research projects.

A pre-proposal meeting may be held with interested parties after the RFPs are sent to refine the objectives and deliverables and to promote a better understanding of the research needs. Contact the Bureau Manager on or before April 30 of the year to indicate your interest in attending this meeting.

It is emphasized that the once the proposals are received, the Bureau of Research procedures do not provide for meetings with staff and panels during the proposal evaluation or selection. The proposal, therefore, constitutes the one-and-only opportunity for the university research organization to state its case.

During the period of RFP preparation, any questions should be directed to the Bureau Manager. Questions on this topic shall not be directed to the Research Project Manager, Research Customer, or any other NJDOT person. All questions and answers will be distributed to all NJDOT research partners for dissemination.

Instructions for preparing proposals appear in the fourth section of this document. Proposers should read and follow this section very carefully. In order to facilitate the

review of multiple proposals by the project panels and the NJDOT staff, **compliance with the instructions for preparing proposals in Section 4 is mandatory.**

After receipt of the proposals by the Manager, Bureau of Research, acceptable proposals are forwarded to the appropriate Research Project Selection and Implementation Panels for review and evaluation.

The following will be the criteria to evaluate the proposals:

- (1) the proposer's demonstrated understanding of the scope of work
- (2) the proposed research approach and technical objectives
- (3) the experience, qualifications, and availability of the research team
- (4) the plan for ensuring application of results
- (5) the adequacy and availability of the facilities
- (6) the offeror's experience
- (7) innovations of proposal

The proposal is selected based on its technical merit. After the winning proposal is selected, the total funds and line items of the budget are examined to determine the reasonableness of the allocation of funds to the various tasks.

Soon after panel review, the research organization selected is notified and receives the approval action. All other proposals are designated as unsuccessful, the research organizations are so notified, and the unsuccessful proposals are disposed of according to NJDOT policies.

The selected research organizations will be required to comply with affirmative action requirements of PL 1975,c.127 (N.J.A.C. 17:27)

Prior to execution of an agreement the selected research organizations will be required to submit one of the following documents disclosing Affirmative Action evidence:

Letter of Federal approval or Certification of Employee Information Report or Completed Affirmative Action Information Report (form AA302).

Selection Debriefing

The policy of the NJDOT is to provide a debriefing to research organizations. If you are interested in obtaining information pertaining to your RFP, please forward a Fax (609) 530-3722 to the Manger, Bureau of Research within 25 days of receiving your notice.

The Manager, Bureau of Research, will schedule and conduct debriefing meeting to be held within 15 working days after receipt of written request from research organizations when feasible.

The debriefing information shall include:

- 1) The Departments evaluation of significant weaknesses or deficiencies
- 2) The overall ranking of all research organizations submitting the RFP.
- 3) A summary of the rationale for the selection
- 4) The numerical average score by criteria
- 5) Respond to questions relevant to the research organizations selection process

Once research organization selection has been made, the proposal review comments of the panel and the NJDOT staff are submitted to the selected research organization. The NJDOT reserves the right to discuss minor modifications to selected proposal's scope, tasks, duration, and subsequent budget.

2.5 Task Order Contract Execution

When all parties are satisfied that there is clear understanding of the intent of the research and that the research can be conducted as planned, the Task Order agreement is prepared by the NJDOT Bureau of Research and sent to the research organization for execution.

2.6 Types of Research Contracts

All NJDOT Bureau of Research Contracts are a **negotiated fixed-price task orders** with term of payments set forth in the individual task order.

3. RESEARCH ADMINISTRATION

After executing the contract, the research organization is expected to pursue the research aggressively and with due regard to the performance period.

3.1 Amplified Research Plan (Working Plan)

As a first step, the Principal Investigator (PI) shall prepare a summation of an extensive literature search and the project work plan. The PI will send five(5 copies) to the research project manager and arrange to make a presentation to the research project manager, and the appropriate Research Project Selection and Implementation Panel to amplify research plan (working plan) for review and acceptance by the panel. This plan, due not later than sixty (60) days after the contract beginning date, is to provide a detailed expansion of the approved research and implementation plan. It is to describe completely the activities to be pursued in the conduct of the research, including a workflow diagram by tasks and time, set milestones, and should demonstrate clearly the accomplishment of the research within the specified period.

3.2 Monthly Progress Reports

In accordance with 49 CFR 18.40, the NJDOT's research project manager shall monitor all activities to assure that work is being managed and performed satisfactorily and that time schedules are being met. By the 25th day of each month during the course of the research, the PI shall submit an e-mail or fax to the research project manager detailing the following:

- (a) clear and complete account of the work performed on each task during that month;
- (b) outline of the work to be accomplished during the next month; and
- (c) description of any problem encountered or anticipated that might affect the completion of the contract within the time and fiscal constraints as set forth in the contract, together with recommended solutions to such problems (or a statement that no problems exist).
- (d) percentage completion of the subject research.

3.3 Quarterly Progress Reports, Quarterly Meetings, and Basis of Invoice Payment

Quarterly meetings will be scheduled for *April, July, October and January*.

Quarterly electronic (PDF) progress reports are required from the research organization and are always prepared on the basis of calendar quarters. The research organization mails the report directly to the Bureau of Research by *March 1, June 1, September 1, and December 1* before the scheduled quarterly meeting date for review by the research project manager and the Research Project Selection and Implementation Panels. The research organization must also send the list of projects to be discussed at the quarterly meeting, agenda for meeting, and any audio-visual needs with the quarterly reports. It is emphasized that these are progress meetings and elaborate presentations are not necessary, however, short presentations of findings, especially at milestones are expected. *Please see report format Figure 5 QUARTERLY PROGRESS REPORT*. This report forms a basis for project discussions at the quarterly meetings and authorization of invoice payments.

3.4 Adherence to Original Research Objectives and Budget Estimates

The proposal submitted by the research organization outlines a scope of work and budget in the contract. It is not the intent of the NJDOT research program, however, to limit the PI's flexibility in conducting research that is consistent with the general scheme of the proposal. Therefore, the PI and the research organization are expected to manage the tasks and the expenditure of approved funds in a manner consistent with the overall objectives. However, the approved total funds cannot be exceeded, and anticipated major changes in the original tasks and funds estimate must be discussed in advance with the research project manager and receive approval in writing before proceeding. The NJDOT must be notified when promising new leads or unproductive lines of inquiry are discovered, especially if they might lead to significant deviations from the objectives of the original research.

3.5 Advance Approvals

Under the terms of the NJDOT contract, the following expenditures require prior written approval even though they are included in the proposal:

1. **Equipment** having a value in excess of an amount specified in the proposal or not cited in the proposal.
2. **Travel** to scientific or technical meetings.
3. **Subcontracts** for more than an amount specified in the proposal or not detailed in the proposal.

3.6 Principal Investigator

The research is considered to be under the technical direction of the PI identified in the proposal. Because it is expected that the PI will have had the major hand in determining the scope of work and setting it forth in the proposal, it is further expected that the PI will be available for the full contract period and will have major involvement in the pursuit of the research objectives. Replacement of the PI is subject to **prior written approval** from the NJDOT.

3.7 Payments

Payments will be made by the NJDOT upon the submission of quarterly invoices by the research organization based on concurrence of the research project manager on the quarterly report percentages for the current quarter.

3.8 Subcontracting

Advance written approval is required for all subcontracts. If not provided in the proposal, an itemized budget and justification of the proposed subcontractor are required when submitting the subcontract for approval.

3.9 Reports

Task technical memorandums or interim reports are required after the completion of the Literature Search, and at the completion of phases or milestones in accordance with the deliverables cited in the RFP. The reports will summarize the finds of the literature search or results of the tasks completed. Ten (10) copies of the report are required for review by the research project manager and the Research Project Selection and Implementation Panel. Quarterly reports are provided to summarize the progress to date and the plan for the next phase. The project expenditures to date must also be compared to the project budget. Interim reports for multi-year or phased research studies are required and represent partial fulfillment of the contract scope of work. It is not usually intended that interim reports will be published. If, however, the acceptance review or other factors determine that publication is warranted, the principal investigator proceeds as described for final reports.

Final reports are required for all projects. Ten (10) preliminary draft copies of the project final report are due in the NJDOT not later than 90 days prior to the contract completion date. This preliminary draft is reviewed by the Research Project Selection and Implementation Panel and review comments are transmitted to the PI no less than 60 days prior to the contract completion date. The PI then prepares a final report that incorporates the reviewers' comments and reflects editing by a competent technical editor to ensure compliance with the NJDOT requirements for style and organization of reports
Guidelines for Preparing Research Final Reports and Tech Briefs

The final report must be submitted to the NJDOT in electronic format (Microsoft Word 97 or higher, and Adobe pdf format), on CD ROM, and in hard copy in accordance with the **Guidelines for Preparing Research Final Reports and Tech Briefs**. The final report package must include:

- An un-bound black and white version of the final report and tech brief (for copying)
- Ten (10) copies of the bound final report and tech brief
- CD-ROM with Microsoft Word 97 or higher version of the final report, abstract, and tech brief and PDF versions of the final report, abstract (Form 1700), and the tech brief. In addition, the CD-ROM can contain copies of spreadsheets, databases, or other worksheets as deemed important by the Principal Investigator and the Project Manager.

The research project manager will determine the number of each version. The necessary copies of each version of the report, prepared in accordance with NJDOT specifications, must then be submitted to the NJDOT by the contract completion date. This procedure obviously requires agencies to give careful thought during proposal preparation to the level of funds that will be required to ensure satisfactory compliance with contract commitments regarding preparation, technical editing, submission, and revision of preliminary draft reports and preparation and submission of copies of the final report.

Final acceptance of reports* is based on the following criteria:

1. Fulfillment of objectives and deliverables as set forth in the contract.
2. Adequacy of documentation.
3. Clarity of presentation.
4. Implementation and training.

*The Research Project Selection and Implementation Panel makes the decision to publish this report.

4. INSTRUCTIONS FOR PREPARING AND SUBMITTING PROPOSALS

4.1 General

Proposals are invited only in response to the issuance of NJDOT project RFP. The NJDOT research program is an applied research program that does not operate on a grant basis and has no funds available to support unsolicited proposals, however meritorious they may be. The projects are structured to seek remedies for pressing problems that exist; hence, proposals are desired only from research organizations already having extensive, demonstrated capability and experience in the subject problem area. Further, it is expected that only this high level of capability will be applied in meeting the commitments of the proposal--capability cannot be developed at project expense. Colleges and Universities who possess extensive, demonstrated capability and experience in the subject project area may conduct research for the NJDOT. Proposals become the property of the NJDOT, and are disposed of according to Program policies. All applicable laws and regulations are followed-including the right to reject all proposals.

4.2 Deadlines

The deadline for receiving proposals, is shown on each project RFP. No extension of time for submitting proposals will be granted. Officially signed copies are required by the NJDOT. Proposals may be withdrawn at any time. In order to be considered, proposals must have been received in the Bureau of Research not later than the deadline shown. All proposals arriving after the deadline shown on the project RFP will be rejected.

4.3 Transmittal

A letter of transmittal need not be sent with the proposal package. In the event an agency elects to send a transmittal letter, it is cautioned that the transmittal letter must not include information vital to the proposal. All information that is to be considered as part of the proposal must be bound in a single volume that will constitute the proposal in its entirety. Brochures, pamphlets, and other descriptive materials pertaining to the research organization may be included as appendix material. CD-ROMs, videotapes, or computer diskettes are not acceptable for inclusion in NJDOT proposals, unless specifically called for in the NJDOT project RFP.

4.4 Presentation

Proposers are cautioned to be concise and straightforward in their single-volume proposals. Material that is extraneous and not germane to the research project under consideration will detract from the quality of the proposal. All pages of the proposal shall be numbered.

4.5 Organization

All proposal information shall be presented in ten (10) copies of a single-sided bound volume that has been checked sufficiently to ensure completeness and accuracy of detail. Proposals that do not comply with the instructions in these guidelines may not be accepted. It is mandatory that the proposal contain the following information and that it be presented in the following order:

1. Cover
2. Table of Contents
3. Research Problem and Background
4. Research Objectives
5. Research Plan
6. Qualifications of the Research Team
7. Accomplishments of the Research Team
8. Other Commitments of the Research Team
9. Equipment and Facilities
10. Time Requirements
11. Appendixes (if appropriate)

For the convenience of the reviewers, items 4 through 11 should be separated with either color-coded or tab-type dividers so that information may be located quickly. Three copies of the Itemized Budget shall be provided in a separate sealed envelope.

4.6 Details of Essential Content (General Guidelines)

1. Cover--The outermost covering of the proposal shall be either paper or cardboard and must be non-glossy, light-colored material capable of accepting rubber stamp ink without smearing. The cover shall contain the NJDOT research problem statement number (e.g., 2004-17), the project title, the name of the submitting research organization, name(s), phone number(s), FAX number(s), and e-mail address(es) of the principal investigator(s), and the name of NJDOT research project manager, Project Duration, and the date of the initial submission and re-submissions.

2. Table of Contents--Self-explanatory.

3. Research Problem and Background – The research problem and background summarizes the problem that prompted the research and provides background information on the problem, causes, possible solutions, and method of testing or investigation.

4. Research Objectives – The research objectives summarize the key items that need to be accomplished for the research to be successful.

5. Research Plan--The research plan shall detail completely the prosecution of the research, including the submission of an acceptable final report. The plan ultimately

becomes a part of the contract by reference of the proposal; therefore, it should describe in a specific and straightforward manner the proposed approach to the solution of the problem described in the project RFP. It should be concise, yet include sufficient detail to describe completely the approach to solution of the problem. Research methodology shall be described in sufficient detail to permit evaluation of the probability of success in achieving the objectives. As previously stated, NJDOT research procedures provide for pre-proposal briefings or for meetings with research staff and panels in the course of proposal preparation. Once the proposal is submitted, however, no further contact is allowed. The proposal, therefore, constitutes the one-and-only opportunity for the research organization to state its case. The research plan shall be subdivided into the following sections:

- (a) *Introduction*. The introduction to the research plan should provide a concise overview of the proposer's approach to conducting the research. It should describe the manner in which the expertise and experience of the proposed team will be used in the research, and the application of special data, facilities, contacts, or equipment should be presented. The introduction should highlight the linkages of the proposed team's capabilities to the project tasks and the manner by which the proposed plan will satisfy the objectives.
- (b) *Literature Search*. Summarize information from the preliminary literature search and the focus of the in-depth literature search that will be conducted.
- (c) *Research Approach*. This section will be used to describe how the objectives will be achieved through a logical, innovative, and rational scientific plan. The plan shall describe each phase or task of the research to be undertaken.
- (d) *Anticipated Research Results*. The research plan for each proposal shall contain specific statements describing the anticipated research results. The results are expected to be presented in terms of the language and working tools of the practitioner or administrator so as to be immediately applicable to practice. Consequently, there must be specific statements of the manner in which the desired results would be reported, e.g., mathematical models, design techniques, field or laboratory test procedures, or recommendations for changes in NJDOT standard specifications or practice.
- (e) *Implementation and Training Plan*. NJDOT projects are intended to produce results that will be applied in practice and proposals and the project final report must contain an implementation plan for moving the results of the research into practice. Each proposal must include an Implementation and Training Plan that describes activities to promote application of the product of this research and provide training of appropriate NJDOT and other personnel on the use of the project results or products.

It is expected that the implementation plan will evolve during the project; however, proposals must describe, as a minimum, the following:

- (1) the "product" expected from the research,
- (2) the audience or "market" for this product,
- (3) a realistic assessment of impediments to successful implementation,

- (4) the institutions and individuals (including NJDOT) who might take leadership in applying the research product,
- (5) the activities necessary for successful implementation, and
- (6) the criteria for judging the progress and consequences of implementation.

It is anticipated that the implementation efforts will intensify during the last quarter of the study once there are products to illustrate the importance of the research findings.

If the nature of a project is such that it is known initially that the results will not be amenable to immediate implementation into practice, the research plan must include recommendations for the additional work necessary to reach the implementation stage.

(f) *Deliverables* – This section will provide a list of deliverables that will be produced as a result of the project. The successful completion of the project will be based on the list of deliverables.

6. *Qualifications of the Research Team*--Name, address, telephone number, FAX number, e-mail address, and pertinent background information must be provided for the PI bearing primary responsibility for the project. The same information is required for other research team members participating to a significant degree. The proposal must describe how the research team members' academic, industrial, and/or research experiences relate to the project to be undertaken.
7. *Accomplishments of the Research Team*--Proposals shall contain a summary of the past accomplishments ("track record") of the research team in the same, or closely related, problem area of the project to be undertaken. This summary is to include full particulars concerning all known instances of application to practice of the agency's research results. If no such knowledge exists, it should be so stated.
8. *Other Commitments of the Research Team*--Proposals shall contain a listing of current organization and personnel commitments to other work in sufficient detail to indicate that the organization and all of the individuals assigned to the proposed project will be able to meet the commitments of the proposal. Staff-hour commitments and percentage of time committed to other work for each member of the proposed research team shall be specified.
9. *Equipment and Facilities*--This section shall include a description of the facilities available to undertake the research and an itemization of the equipment on hand considered necessary to complete the research. In the event that use of the facilities or equipment is conditional, the conditions should be described. In the event that certain facilities or equipment are considered necessary to undertake the research but are not on hand, that fact should be presented. The proposer should identify any arrangements that will be made to borrow or rent necessary equipment. Letters of commitment should be included to indicate the availability of equipment. Rental rates should be included in the budget. In the case where it is contemplated that additional equipment will be purchased under project funds, be certain that the budget item "capital equipment" indicates this and fully justified.

10. Time Requirements--The time required to complete the research project should be specified. Proposals will not be rejected if the proposed time does not match the time specified in the project RFP. However, the research organization must justify any difference. In addition, a schedule shall be included that shows each phase or task of the work, when that phase or task will begin, how long it will continue, and when it should end. The timetable should clearly delineate the points in time where project deliverables and reports are planned.

11. Itemized Budget—Please See Figure 2 Budget and Figure 3 Subcontract Details

The research organization shall provide a project budget sheet for each year of the project and a summary budget sheet that totals the costs for the overall project. Detail of Subcontracts shall be provided as outlined in Figure 3. The budget shall be prepared in accordance with the current **Guidelines for Preparing and Reviewing Budgets and Invoices**. In addition to the budget sheet, the proposal shall also include a percentage breakdown of the tasks, **Figure 4 Fixed-Price Agreement Summary**.

12. Appendices--The appendices may include such things as statements concerning previous work on this problem or related problems, abstracts of related projects, a bibliography or list of references, or descriptive brochures or materials describing the agency's organization and capabilities in general terms. Any other material not specifically mentioned previously and felt to be relevant for purposes of the proposal may be included as an appendix. In summary, it is expected that proposers will have studied the foregoing instructions and will have complied fully with them. Failure to do so, if not warranting outright rejection, will certainly raise serious questions as to how well the research organization would handle a complex research project and would, therefore, seriously jeopardize the chances of being selected to conduct the work. In matters of doubt, proposers should make it a point to contact the NJDOT Bureau office in writing. All responses will be provided in written form.

Figure 1 - Annual Research Schedule

Annual Research Schedule

	<u>Current</u>
Solicitation of Problem Statements	Nov 15 – Jan 1
Review, Clarify, & Prioritize Problem Statements	Jan 1-Jan 31
RUC Review	Feb 1-Feb 15
Develop Scope of Work/RFP and Literature Review	Feb 15 – Mar 31
Distribute Scope of Work and RFP	April 1
<i>Receive Initial Proposals</i>	July 1
Review & Select Proposal	July 1-Aug 15
<i>Receive Final Proposal</i>	Aug 15 – Sept 15
Research Activity Sheet for FHWA	Sept 1
Research Project Manager and PI Develop Project Work Plans and Implementation Plan	Sept 15 – Jan 1
Develop Annual Work Program Initial draft to FHWA	Sept 15-Sept 30
Approve Annual Work Program <i>RUC & FHWA Review</i>	Oct 1-Oct 15
Prepare & Issue Task Orders Issue letter of intent ASAP	Oct 15-Dec 31
<i>Effective Start Date</i>	January 1

Figure 2 Budget

					Match		Total Match
			Total Amount	NJDOT Share	Research Organization	Other Funds	
A: Salary and Wages							
Staff Time and Wages	(Rate)	(Period)					
1. Faculty	(actual hourly rate)						
2. Release Time		(Period month)					
3. Graduate Student	(actual hourly rate)						
4. Student	(actual hourly rate)						
5. Staff Support	(actual hourly rate)						
Subtotal							
B: Fringe Benefit rates (%)							
A1 %							
A2 %							
A3 %							
A4%							
A5%							
Subtotal							
C: Direct Costs (Only those cost specifically Identified With Project)							
Tuition							
Supplies							
Travel (state circular letter 00-10 travel regs)							
Subtotal							
D: Other Direct Costs:							
Equipment (in accordance with federal OMB Circular A-21)							
Subcontract Total: Details on next page							
Subtotal							
E: Modified Total Direct Cost (A+B+C-tuition and other project costs that are specifically identified)							
Subtotal							
F: Overhead/Indirect Costs (in accord with OMB circular A-21)							
Subtotal							
Total Costs							

Research Organizations must provide a copy of the Federally approved Indirect Cost Rate

Figure 3 Subcontract Details

Salary/Wages	
Direct Cost	
Other Direct Cost:	
Equipment	
Subcontractor	
Overhead	
Fringe Benefit	
General and Administrative	
Profit - Negotiated Fixed Fee*	
Interim overhead Rate	
Total Estimated Proposal Cost	

* Only for contracts with commercial organizations

For University OMB Cir Cir A-110 & A21 see above

For Non Profit A-122 see above

For State Or Local Indian omb cir A87 see above

For Cost Proposals for Commercial organization Far 48-CFR part 31 subpart 31.2

Figure 4 – Fixed-Price Agreement Summary

<u>Task No.</u>	<u>Task Description</u>	<u>Percent of Total Project Budget</u>	<i>TPC \$</i>
			<u>Cost of Task</u>
1	Literature Search	10%	Cost for task 1
2	Other Tasks	7%	Cost for task 2
· · · · · · ·	-	-	
X.	Training and Implementation Plan	10%	Cost for task X
-	Final Report	20%	Final report
-	-	100%	Total Project Cost

TPC = Total Project Cost

NJDOT Bureau of Research
QUARTERLY PROGRESS REPORT

Project Title:			
RFP NUMBER:			NJDOT RESEARCH PROJECT MANAGER:
TASK ORDER NUMBER::	PRINCIPAL INVESTIGATOR:		
Project Starting Date: Original Project Ending Date: Modified Completion Date:	Period Starting Date: Period Ending Date:		

Task	% of Total	% of Task this quarter	% of Task to date	% of Total Complete
Literature Search				
1.				
2.				
3.				
4.				
Final Report				
TOTAL	100%			[Column Sum]

Project Objectives:

Project Abstract:

1. Progress this quarter by task:
2. Proposed activities for next quarter by task
3. List of deliverables provided in this quarter by task (product date)
4. Progress on Implementation and Training Activities
5. Problems/Proposed Solutions

Total Project Budget	
Modified Contract Amount:	
Total Project Expenditure to date	
% of Total Project Budget Expended	%

NJDOT Research Project Manager Concurrence: _____ Date: _____

EXAMPLE

NJDOT Bureau of Research QUARTERLY PROGRESS REPORT

Project Title:	Title of the Project from the RFP		
RFP NUMBER: 2004-X	NJDOT RESEARCH PROJECT MANAGER: John Jones		
TASK ORDER NUMBER: 100	PRINCIPAL INVESTIGATOR: Dr. Sam Smith		
Project Starting Date: 1/01/2004 Original Project Ending Date: 12/31/2004 Modified Completion Date: 3/15/2005	Period Starting Date: 1/01/2004 Period Ending Date: 3/31/2004		

Task	% of Total	% of Task this quarter	% of Task to date	% of Total Complete
Literature Search				
1.				
2.				
3.				
4.				
Final Report				
TOTAL	100%			[Column Sum]

Project Objectives:

[As stated in the RFP and refined from the proposal]

Project Abstract:

[Summary of the problem, research approach, and expected outcome.]

1. Progress this quarter by task:

[Text explaining what work was done on the tasks in this quarter.]

2. Proposed activities for next quarter by task

[Text explaining what work will be done on tasks in the next quarter.]

3. List of deliverables provided in this quarter by task (product date)

[List of the deliverables provide by task with date that the item was delivered.]

4. Progress on Implementation and Training Activities

[Summary of work performed on deliverables and training activities.]

5. Problems/Proposed Solutions

[Summary of any problems encountered that will affect the successful completion of the research on time and within budget.]

Total Project Budget	
Modified Contract Amount:	
Total Project Expenditure to date	
% of Total Project Budget Expended	%

The “**Total Project Budget**” is the total budget for the multiyear study. (e.g., two year total budget)

The “**Modified Contract Amount**” is the modified total project budget including the original multiyear budget and any additional work approved by the Department.

The “**Total Project Expenditure to date**” is the amount **BILLED** to date by the University.

The “**% of Total Project Budget Expended**” is the percentage of the Total Project Budget Billed to date.