Formal Proposal Form • FY 09
Instructions for Completion
Submission Deadline: Friday, November 21, 2008, 5:00 p.m.

1. **Project Title**: Brief, descriptive titles are best. Your title may differ from your preliminary proposal if necessary. If this is a continuation of a previously funded project, it must have a different name. Adding “Phase II” at the end is ok.

2. **Project Start and End Dates.** Projects may begin any time in calendar year 2009. Please discuss with the UTCM Director any need for a start date beyond 2009. Certain projects may be up to two years in length, as appropriate to project goals.

3. **Project Abstract.** Limit of 300 words.

4. **Project Participants.** List the name and complete contact information of the PI and all persons involved in the project (those receiving salary or consulting funds from UTCM funds and/or providing salary or consulting as leverage; in short, everyone on your budget). Proposals should designate one PI who has overall responsibility for the project and who will serve as the project contact. Include the UIN of the PI. Designate remaining participants as either co-PIs or Other Participants.

5. **Project Type.** Is this a research, education, or technology transfer project, or a combination? For definitions and clarifications of these project types, see FAQs (http://utcm.tamu.edu/funding/formal_faq.stm) and Submission Information (http://utcm.tamu.edu/funding/formal_proposals.stm). Please indicate the approximate percentage of project resources to be dedicated to each area. NOTE: Since all research projects will have education and T2 components, do not assign percentages to these categories unless one or more significant deliverable of the project is associated with Education or Technology Transfer. For questions, please contact the UTCM office. NOTE: Any percentage assigned to Research requires completion of Appendix 4, Project Monitor.

6. **Research Focus Areas.** If this is a research project, which research focus area(s) does the project encompass? See http://utcm.tamu.edu/research/focus_areas.stm. Check all that apply.

7. **Project Significance.** Why is this project important? How will project results be used? What are the long-term implications of the project? How will it create opportunity for additional research or what long-term benefits will it provide? For a research project, describe how the project relates to the UTCM research focus areas selected in #6.

8. **Project Plan.** As you explain what you are going to do, be sure to:

   a) Name all project participants on your budget (whether receiving funds from UTCM or leverage) and explain the roles/activities of each one. This serves as your budget justification for salaries and fringe.

   b) Include a detailed timeline for project tasks, all deliverables and dated project milestones. NOTE: Be sure your timeline is feasible, as a funded project is
expected to terminate on time and deliverables and reports are expected to be submitted on time. No-cost extensions are not routine.

9. **Technology Transfer Component.** For research projects, how will you tell or show your results to others? Describe any deliverables that relate to T2.

10. **Education Component.** For research projects, how will you involve undergraduate and/or graduate students? If known, give the department/program that each student will affiliate with. Describe any deliverables that relate to Education.

11. **Budget Justification.** Salaries and fringe are already justified in Question 8a. Explain any other items on your budget (Section B, Other Direct Costs, Lines 4-14) in a narrative budget justification. Justify Line 4 (tuition) only if you are not requesting the default amount of tuition support from UTCM (i.e. you have an alternate source of funding for tuition to be used as leverage). Indicate in your justification whether leveraged funds will be in cash or in kind (salary and tuition is considered cash), and include documentation of all leverage commitments as Appendix 3. NOTE: For another project to be considered leverage, it must share deliverables with this project. That is, one or more project deliverables would not be possible without funding leveraged from another project. For questions about leverage, please contact the UTCM office.

**Appendices (not included in the 7-page limit)**

**Appendix 1: RiP Categories.** Funded projects will be listed in the TRB Research in Progress database (http://rip.trb.org/). Please complete the form included as Appendix 1, selecting no more than five descriptors on the entire page. These descriptors are required by the RiP database.

**Appendix 2: Project Budget.** Provide a detailed project budget (including indirect costs) as Appendix 2, using the budget forms on the UTCM web site (http://utcm.tamu.edu/funding/formal_forms.stm). Be certain to review Budget FAQs on the UTCM web site (http://utcm.tamu.edu/funding/formal_faq.stm). For projects that cross fiscal years (Sept 1 - Aug 31), provide a cumulative budget and a budget for each fiscal year. If leveraged funds are expected, identify each source in its own column on the budget form and provide complete budget information (including indirect costs). For budget preparation assistance, please contact your representative at TTI’s Research and Development Office (RDO), or Susan Adams, if you do not have a representative listed as shown here: http://ttinet.tamu.edu/project_administration/rdo/rdo_staff/division.stm

**Please note:** The budget form has been carefully constructed to do all calculations for you, and to minimize the amount of information you have to enter. You may edit only the green and blue fields. All non-colored fields are locked. Please complete information on the FY09 page even if your budget will not begin until FY10.

**Appendix 3: Leverage Commitments.** Review Leverage FAQs on the UTCM web site (http://utcm.tamu.edu/funding/formal_faq.stm). For each leverage column on your budget, evidence of a commitment from the source is needed. For university sources (typically startup funds or academic salaries) a signature on the budget by the department head/director is required. For non-university sources (state, local or federal agency funds), a letter from the source outlining the leverage should be submitted, including dollar values where known. A sample leverage letter is available on the UTCM web site (http://utcm.tamu.edu/funding/formal_forms.stm).
**Appendix 4: Project Monitor.** For projects with a research component (see Question 5), complete the form included as Appendix 4 to designate a Project Monitor.

The Project Monitor is a transportation professional from the public or private sector whose expertise/experience includes a familiarity with the technical aspects of the topic being researched. The Project Monitor cannot be a team member on the project or otherwise be involved with the project. The Monitor may be affiliated with TTI or your home department, and may be engaged on a separate UTCM project. The responsibilities of a Project Monitor are to

a) maintain contact with the PI throughout the life of the project;
b) evaluate the progress of the research activities;
c) provide PI guidance to ensure that the research will produce usable results;
d) review the reports emanating from the project.

The Project Monitor is not required to submit a written review of your project but may as part of his or her oversight duties correspond in writing with the PI and/or the UTCM Director on project matters.

**Formatting Notes.** Formal Proposals are limited to seven pages, not including appendices referenced above, and should be submitted using the form provided. Source files must be submitted for your proposal and budget (Word for your proposal, Excel for your budget). PDF is acceptable for additional documentation, e.g. leveraging.

**Reminders: Be sure that you...**
- Review and follow all instructions in the FAQs ([http://utcm.tamu.edu/funding/formal_faq.stm](http://utcm.tamu.edu/funding/formal_faq.stm)) prior to submission.
- List everyone involved with the project in #4.
- Explain in #8 the role of everyone listed in #4.
- Include hours and salary on the budget for everyone listed in #4 and #8, either in direct funds from UTCM or in leverage.
- Include a dated timeline for project tasks and deliverables in #8.
- Justify in #12 all expenditures in Section B of your budget.
- Include account numbers on the budget leverage columns if the leverage already exists (e.g. academic salaries, start-up, IACs, etc.).
- Follow FAQ guidelines for graduate student salary and tuition.
- Follow FAQ guidelines for including funds for final report editing.
- Submit source files (Word, Excel) of your Formal Proposal and budget.
- Exclude from the 7-page limit: RiP database form, Project Monitor form, budget forms and leverage documentation.
- Direct any questions about your submission to Martha Raney Taylor, 979-845-2538, m-raneytaylor@tamu.edu.