SPTC Research, Education, and Outreach Support

Request for Proposals

(Only proposals selected through this competition will be funded.)

FY15.5 SPTC Funding Competition
http://www.techmrt.ttu.edu

SPTC Target Awards Notification Date: December 20, 2016
Target Earliest Contract Start Date: January 16, 2017

This Solicitation may be amended by the Southern Plains Transportation Center (SPTC).

Notification of such amendments will be given through email. It is the responsibility of the applicant to review any such amendments and make necessary changes in the application to meet the amended solicitation requirements.

For proposal information and preparation assistance, please contact TechMRT Unit Coordinator Kim Harris at kim.harris@ttu.edu
This solicitation is available on the TechMRT web site at http://cmsdev.ttu.edu/techmrtweb/proposals/SPTC-Proposals.php.

The Proposals will only be received electronically at sptc@ou.edu. Please copy Kim Harris, kim.harris@ttu.edu

Application Deadline: Monday, November 14, 2016, 5:00 p.m. (CST)

Contact: General inquiries about this RFP should be addressed to:
Dominique Pittenger, Ph.D.
Technical Director
Southern Plains Transportation Center
The University of Oklahoma
Five Partners Place, Suite 4200
201 Stephenson Parkway
Norman, OK 73019
Phone: (405) 317-5723; E-Mail: dominiquep@ou.edu
SPTC Office Phone: (405) 325-4682; E-mail: sptc@ou.edu
(Additional contacts are listed on page 4 of this RFP)
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SOUTHERN PLAINS TRANSPORTATION CENTER (SPTC)

RESEARCH, EDUCATION, AND OUTREACH SUPPORT

SPTC15.5 FUNDING COMPETITION
REQUEST FOR PROPOSALS (RFP)

SPTC PROGRAM OVERVIEW

The Southern Plains Transportation Center (SPTC) is the Regional University Transportation Center (UTC) for Region 6. It was funded on October 1, 2013. The federal funding was authorized by Congress under the Moving Ahead for Progress in the 21st Century Act (MAP-21). The SPTC consortium has received approximately $2.59 million per year for two years (FFY2014 and 2015) and $1.69 million for FFY2016 from the Office of the Assistant Secretary for Research and Technology, which coordinates the research programs of the U.S. Department of Transportation (USDOT). The Oklahoma Department of Transportation (ODOT) provides match for the OST-R award through its State Planning and Research (SP&R) program.

The University Transportation Centers (UTCs) support activities that directly reflect the priorities of the USDOT to promote a safe, efficient and environmentally sound movement of goods and people. The SPTC consortium is led by The University of Oklahoma in partnership with Langston University, Louisiana Tech University, Oklahoma State University, Texas Tech University, The University of Arkansas, The University of New Mexico, and The University of Texas at El Paso. The SPTC programs support the USDOT’s Strategic Goal of State of Good Repair.

The impact of weather extremes on the U.S. economy is staggering. Recent severe droughts have resulted in losses worth nearly $9 billion annually to managed systems in Oklahoma and Texas alone, including transportation infrastructure. Extreme summer temperatures, flash floods and large numbers of freeze-thaw cycles, coupled with poor soils in most Region 6 states, create monumental challenges to transportation infrastructure’s service life and public safety. Increased truck traffic and limited financial resources available to transportation agencies for construction, maintenance, and preservation of infrastructure exacerbate these weather-related transportation infrastructure durability challenges. In addition, freight movements across modes - including highways, rail, and inland waterways - are significantly impacted by weather extremes. Consequently, Climate Adaptive Transportation and Freight Infrastructure is the primary focus of the SPTC’s research, education and outreach activities. The SPTC Strategic Plan addresses five specific topics: (1) Impact of Weather Extremes on Transportation and Freight Infrastructure; (2) Innovative Monitoring to Quantify Damage Accumulation in Transportation Infrastructure; (3) Innovations in Materials and Construction of Climate Resilient Transportation Infrastructure; (4) Innovative Technology to Monitor Icing and Winter Weather Vehicles; and (5) Multi-Modal Freight Movement Models Considering the Climatic Conditions.

The SPTC Strategic Plan emphasizes research projects which produce implementable results that are economically beneficial to the improvement of our region’s and nation’s transportation systems as well as increase collaboration and cooperation among the consortium members and industry partners.
through funding meritorious and collaborative proposals. The funded projects will advance the Strategic Plan of the SPTC and enhance the ability of our transportation and freight infrastructures to meet the needs of our stakeholders. Supporting materials, such as SPTC vision and goals, factsheet, summaries of ongoing projects, program performance reports, newsletters and previous RFPs are available at www.sptc.org.

ELIGIBILITY, FUNDING LEVELS, AND LENGTH OF FUNDING

Eligibility of Proposal Team Members: The lead applicant (PI) for these proposals must be a TTU researcher. Co-PIs may be from TTU or any other higher education institution located within USDOT Region 6 that includes Texas, Oklahoma, Arkansas, Louisiana and New Mexico.

Anticipated Number of Awards and Funding: A minimum of two proposals will be funded under this particular competition with average funding per project expected to be in the $70,000-$75,000 range, and includes the full TTU Facilities & Administration (F&A) indirect cost rate of 49%. SPTC proposals also require a minimum 100% match; guidelines on matching funds can be found in the next section.

Length of Funding: the funding period is twelve months.

Additional Notes:

- Purchases of equipment (items at least $5,000 per unit) requiring between $5,000 to $25,000 of SPTC funds per proposal may be requested. Equipment requests are contingent upon approval by OST-R, following the selection of a proposal for funding. Equipment funding is included in the project funding level maximum.

- An individual can submit multiple proposals as Principal Investigator (PI) or as co-PI.

MATCHING REQUIREMENTS FOR FUNDING

Dollar-for-dollar match is required for projects selected for funding. Each project must show qualified matching funds equal to or greater than the amount requested from the SPTC. Ideally, the matching funds will come from newly developed sources. As established in the federal grant regulations issued by the Office of Management and Budget (OMB), matching funds may be cash or in-kind. However, all matching funds must be fully documented and carefully accounted for.

Matching funds may come from the following sources: any private source such as a company or a foundation; any state agency including those from other states and other countries (subject to OST-R approval); a limited number of federal flow-through funds, which includes State Planning and Research funds (SPR) as well as Tribal Technical Assistance Program (TTAP) funds or Local Technical Assistance Program (LTAP).

Note: In order for federal funding to qualify as matching, federal funds must come from accounts under sections 503, 504(b), or 505; Title 23 of the United States Code. Caution must be exercised in using state funds as matching, since many sources of state funds are actually federal flow-through funds. Questions regarding allowed sources of government matching funds may be addressed to the Technical Director.
Documentation of the original source of all matching funds must be included in the proposal. Please note that TTU Office of Research Services requires permission from governmental agencies providing matching funds.

Each proposal must demonstrate that the matching funds and the SPTC funds will be expended in a manner that will create a unified project.

The following are included as examples of matching funds:

- A company provides a cash match during the course of the proposed project.
- A PI or Co-PI has secured SPR funds that will co-support the project.
- Private sector researchers work on their share of the proposed project using company funds including their salary as the cost share, while the PI and his/her team use the SPTC funds to work on the project.
- A company provides services and materials to the PI for use in the SPTC project. Personnel salaries for those who directly work on the project as well as normal fringe benefits may be included as match.
- A new faculty member has start-up funds provided by non-federal sources that can be used to co-fund the project.

**DISCLAIMER**

This solicitation is intended for informational purposes and reflects the current planning; it does not obligate the SPTC to make any specific number of awards. Amendments to this RFP will be made available when applicable. All awards under the SPTC program are contingent upon the availability of funds. As of the opening of this RFP, the SPTC has received OST-R funds for one year of funding and the funds have been distributed to the consortium members.

**EVALUATION CRITERIA**

The following criteria will be used, in general, to evaluate the proposals:

**Merit of the project (40%)**

- The degree to which the proposal reflects an understanding of the topic(s) listed in this RFP
- Significance of the proposed work, and the degree to which it addresses implementable solutions to transportation and freight infrastructure challenges and issues that are important to Region 6 and the nation
- The creativity and perceived benefits of the proposed project, including economic benefits
- The degree to which diversity and workforce development are addressed
- The degree to which it addresses the SPTC primary focus and Strategic Plan
- The degree to which SPTC funds are leveraged beyond the required match
Ability to perform the project (30%)

- The appropriateness of the proposed techniques, methods, and processes
- The qualifications of the project team
- The adequacy of the existing and/or proposed resources, including facilities
- The appropriateness of the budget and the quality of the match
- The strength of the equipment request (if applicable)
- The appropriateness of proposed time schedule

Potential for short and long-term impact (30%)

- The degree to which the proposal advances the SPTC mission and vision to develop climate adaptive transportation and freight infrastructure
- The degree to which the proposal meets the needs of government, industry, and other key SPTC constituencies
- The degree to which undergraduate and graduate students are prepared for careers in the transportation sector
- The degree to which the project increases diversity of human resource in the transportation sector
- The degree to which the project establishes or strengthen ties among the SPTC partner universities, industry, government agencies, and other UTCs
- The degree to which the project produces implementable results (e.g., technology, test methods, special provisions, specifications, etc.)
- Probability that proposed project will produce implementable results within the one-year project period
- Potential beneficial impacts of project for transportation stakeholders

REVIEW PROCESS

The SPTC will establish a process to ensure proposals are evaluated and selected through a competitive, transparent, fair, and anonymous peer-reviewed process.

Proposal Solicitation: Priorities are given to topics having strong relevance to the SPTC vision and mission as well as meeting regional and national needs. Priority will be given to proposals that produce significant implementable results in the first year.

Reviews: Each proposal is subjected to a minimum of two reviews.

Project Selection: For proposals generated by an individual consortium member, the member institution considers the reviewer comments and SPTC priorities in selecting projects. For proposals
involving two or more partner institutions the funding decision will be made jointly by the appropriate Associate Directors and the combined local committees.

**It is the intention of the SPTC to select the best projects for funding** in the identified areas of excellence which represent the nationally and internationally competitive strengths of the member institutions. It is expected that researchers of funded projects shall strive to develop solutions that are not only feasible, but innovative, economical and implementable. A copy of the reviewers’ comments is given to the respective PI.

**All issues related to intellectual property rights will be the responsibility of the submitting organization(s) and will be subject to applicable state and federal laws.**

**SUBMISSION REQUIREMENTS**

All materials must be submitted electronically to sptc@ou.edu with a copy to kim.harris@ttu.edu

**Proposal Materials**

Proposals must be e-mailed to sptc@ou.edu to meet the deadline. An e-mail reply will be sent during business hours (8:00 a.m. - 5:00 p.m.), Monday through Friday, as well as shortly after the deadline to affirm receipt. The submitter may telephone the SPTC at (405) 325-4682 to affirm receipt during business hours. Proposals will not be accepted via facsimile.

No supplemental materials related to the proposal will be accepted after the deadline except at the request of the SPTC. The SPTC may return proposals that are judged to be incomplete or inappropriately completed, without review.

**NO PROPOSALS WILL BE ACCEPTED AFTER THE DEADLINES. NO EXCEPTIONS WILL BE MADE.**

**REQUIRED MATERIALS**

Send an electronic copy of the entire proposal as a single file using the Adobe Acrobat™ (.pdf). This file must be named SPTC15.5-PI Last Name.pdf. If a PI submits more than one proposal, please add numeral after the name (e.g., SPTC15.5-Smith1, SPTC15.5-Smith2.pdf).

<table>
<thead>
<tr>
<th>Proposal: One electronic file</th>
<th>The entire proposal including the transmittal letter in Acrobat.pdf format.</th>
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<tr>
<td>Award: Two additional files</td>
<td><strong>Do not send these Word files until requested.</strong></td>
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<td>• The Cover Page Forms, in MS Word format.</td>
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<td>• An updated Summary of the project in MS Word format addressing changes, if any, suggested by the reviewers.</td>
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**PREPARATION INSTRUCTIONS**

The instructions below must be followed carefully. Proposals that are difficult to read, exceed page limits, violate format requirements, or omit required sections may be returned without review.
Acrobat files should be prepared using *Acrobat Pro X* or higher as direct conversions from Word or Excel and not prepared as scanned documents.

**General**

1. All proposal materials must be prepared on 8½ x 11-inch sheets with 1.0 inch margins on all four sides.
2. Acceptable fonts and font sizes include Arial, Helvetica and Palatino in 10 point font or larger; and Times New Roman and Computer Modern in 11 point font or larger. The font size for inserted symbols or equations must be selected to best match the text of the proposal. No less than single line spacing is allowed.
3. Material must not be appended in an effort to circumvent the page limitations.
4. Number all pages beginning with Section I (below).

**Required Proposal Sections**

Each proposal must include the following sections in the order indicated. If a section is not applicable it must be included, but denoted “Not Applicable.”

I. **Cover Letter**: The first page shall be an official transmittal letter from Texas Tech’s Office of Research Services, authorizing the submission.

II. **Cover Page Form** (Items A-J) (required)

Use the Cover Page Form provided. The Cover Page Form is public information.

III. **Summary** (1 page maximum) (required)

The summary must be a self-contained document, suitable for publication explaining the activities that will produce expected results and the impact of those results, if the project is funded. The Summary must be prepared in simple text format with no graphics, equations and tables. One must get a clear view of the proposed project from the summary. The Summary is public information, and it will be posted to the TRB Research in Progress web site.

IV. **Table of Contents** (reviewers prefer this to not exceed 1 page) (required)

The Table of Contents may be prepared in any generally accepted format.

V. **Project Description** (10 pages maximum, including figures and charts, for sections A-E.) (required)

   A. Introduction
A.1. Problem Statement: A paragraph that summarizes the problem to be addressed by the project as well as the collaborative approach and broader regional impact of the project.

A.2. Background: Describe the background of the problem being addressed and current state-of-the-art with supporting reference citations (the actual references are placed in the Reference section), and relevance to the SPTC. Further, this section shall show how this work is distinguished from previous work or adds to the body of knowledge.

A.3. Past and Current Effort: Describe the relationship of the proposed project to the past or current efforts by the team.

A.4. Objectives: Describe the specific objectives of this project. Include the potential deliverables at the end of the one-year project.

B. Approach, Tasks, and Timeline

B.1. Approach/Tasks: Describe the approach and the tasks proposed to accomplish the project objectives. Describe each task and provide specifics (e.g., the methods to be used, the number of tests to be conducted, etc.) that will allow the reviewers to evaluate the strength and innovativeness of the study.

B.2. Timeline: Indicate with an X the month(s) for the tasks one-year duration of the project. Use the general format below for each month of the project.

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C. Results/Impacts: Clearly indicate the expected outcomes or results (e.g., technology, new test method, special provision, specification, cost effective maintenance, etc.) of the project. An
itemized list of deliverables is preferable. Indicate the significance of these results. Discuss the likelihood that the project will be completed within the one-year project period.

D. SPTC Vision and Mission: Explain how the project addresses the SPTC vision and mission including diversifying the pool of transportation professional professionals and workforce development. In addressing the impact of the proposed work, the proposal must cite the significance of the project to key SPTC constituencies and to national transportation issues.

E. Technology Transfer and Implementation: Include plans for technology transfer including papers submitted for presentation or publication; demonstrations to agencies or other organizations; awards, patents, etc. List steps to be taken for the implementation or deployment of the expected products. Describe additional work needed beyond this project, e.g., additional training, additional test procedures, or new/ changed specifications.

F. Qualifications of the team (One page maximum for each PI and co-PI): For each PI and co-PI, include qualifications of the individual and a description of the work he/she will perform on the project.

G. Facilities available (One page maximum for each PI and co-PI): For each PI and co-PI, include the use of specialized computing, equipment and laboratory facilities available to the team for the proposed study.

VI. Equipment Request Justification (required, denote as Not-Applicable when equipment is not requested)

Indicate here any equipment, consisting of items costing at least $5,000 per unit and with total cost between $5000 and $25,000, being requested from the SPTC, and complete Appendix B of the proposal.

Equipment items are contingent upon approval being granted by OST-R or other funding authority upon selection of the proposal for funding. In the event OST-R or other funding authority denies an equipment request, the proposal will require revising prior to release of the award. No Facilities and Administration (F&A) costs are allowed for equipment purchases.

VII. Matching Funding (2 pages maximum)

Proposals must cite the source of the matching funds and explain how the matching funds and the SPTC funds will be expended to create a unified project (see earlier discussion under MATCHING REQUIREMENTS FOR FUNDING). This section must also identify the manner in which SPTC funds will be leveraged beyond the required matching funding.

VIII. Prospects for Future Funding (1 page maximum)

Proposals must explain how funding the proposed project would enhance the capacity of the
applicant’s institution to compete for federal funds or make the services of the partner SPTC institutions more attractive to stakeholders.

IX. References (no page limit)

References must be inserted into the proposal to meet the highest standards of scholarship, but may be cited in any generally accepted format, e.g., Transportation Research Board (preferred) or American Chemical Society for chemistry based proposal. Each reference must be complete including title, source, page number, etc. For web references the complete reference must be provided in addition to the web access point and the date of last access must meet within three months of the proposal deadline. Comments or quotations must not be inserted into the Reference Section in an attempt to circumvent page limitations.

X. Senior Personnel

a. (2 pages maximum for each PI and Co-PI)

A two-page National Science Foundation Style biographical sketch must be included for the PI and each Co-PI that includes their education, appointments, activities relevant to this proposal, awards, and up to ten publications (up to five most relevant publications and up to five other significant publications).

Expand the biographical sketch for the PI and for the Co-PI(s) to include a statement of personnel qualifications including their experience, capability and past performance of research work in relation to the contracted organization. The Principal Investigator (PI) or any substitutes to the PI shall preferably be a Professional Engineer registered in the State of Oklahoma. In addition, any substitution shall have equivalent or higher qualifications than the PI selected in the original contract.

XI. Budget, Budget Footnotes, and Budget Justification (no page limit)

The budget must be prepared in the format prescribed by the OST-R for UTCs. The OST-R budget form is attached. Sources of matching funds must clearly be identified. The match funds are detailed by budget line item.

Foreign travel is allowed, if recommended for funding by the reviewers; however, it must be approved by the Center Director and by OST-R. The Budget Justification needs to provide a clear justification (relevance, need) for such travels or reference the discussion in the work plan. Such requests will most likely delay the start of funding for the project.

Each proposal must contain a budget for each year of requested support including match. This RFP is for one-year of funding and no cumulative budget is required. Include a matching funds budget form if the project includes more than one source of matching funds. Any restriction on the use of SPTC funds applies equally to matching funds. Account for all project funds – both monies requested from the SPTC and the proposed matching funds by budget line item. All amounts should be in dollars (no
cents). The approved budget amount is established by the reviewers and cannot be increased after the date of the award. If obvious budget items are omitted, provide information regarding the alternative resources available to provide for these items in the budget justification.

Grantees shall comply with Uniform Guidance, 2 CFR 200 as applicable.

Carefully prepare the justification of the budget. Incomplete justification may result in an item being deleted by the reviewers. This is not a spreadsheet, but a sentence and paragraph description of how the funds will be spent. Carefully prepare the budget justification. Incomplete justification may result in an item being deleted by the reviewers.

Any restriction on the use of SPTC funds applies equally to matching funds, with the exception that equipment with proper justification may be included in matching funds. The use of equipment as matching funds is contingent upon prior approval being obtained from OST-R. If Assistance is needed contact the Technical Director for assistance at least three weeks prior to the proposal submission deadline. This process will most likely result in a later start date for the project.

Account for all project funds – both monies requested from the SPTC and the proposed matching funds by budget line item. All amounts should be in dollars (no cents). The approved budget amount is established by the reviewers and cannot be increased after the date of the award. If obvious budget items are omitted, provide information regarding the alternative resources available to provide for these items in the budget justification.

Salaries. For each project employee indicate the percent of time or effort in relation to total professional activities. Where appropriate, indicate whether the amounts requested for the Principal Investigators, and other personnel are for summer salaries and/or academic year salaries, and indicate the formulas for calculating these salaries. Budget fringe benefits to the extent that they are treated consistently by the applicant organization as a direct cost to all sponsors. Explain fringe benefit calculation. Overload Pay is not an allowable expense.

Scholarships. Funds may be used to provide student scholarships, i.e., financial assistance which is not compensation for labor. Students who receive financial scholarship support without compensation for labor, including those under consideration for such honorary programs as the SPTC Student of the Year Award, must be U.S. citizens or permanent residents of the United States.

Tuition. Project funds may be used to provide tuition support to any student, regardless of citizenship status, during the period that the student is actively employed on the grant.

Expendable Property, Supplies, and Services. Tangible items such as expendable laboratory supplies and services such as printing and publication are detailed in this section.

Equipment. Items of equipment having a unit acquisition cost of $5,000 or more are considered “permanent equipment.” Permanent equipment may be requested from the federal OST-R funds to be awarded in this funding competition. The use of equipment purchased by an awardee as a part of the project from matching funds is contingent upon prior approval being obtained from OST-R. This approval will be obtained prior to release of the award, if selected for funding.
**Domestic Travel.** Divide the justification into two parts: Project Travel and Professional Meeting travel. Describe the purpose of any travel, giving the number of trips and the professional activities involved, the destination(s) and the number of individuals for whom funds are requested. The amount requested for travel must be fully explained.

**Foreign Travel.** Foreign travel may be requested; however, such travel must not begin until the traveler(s) has/have the approval of the appropriate Associate Director, Center Director and OST-R. Such approval could take more than 30-days to receive from OST-R. Depending on the nature of the travel, the award contract may be delayed until approval has been obtained from OST-R. Documentation will be submitted to OST-R by the Center Director. Divide the justification into two parts: Project Travel and Professional Meeting Travel. Describe the purpose of any travel, giving the number of trips and the professional activities involved, the destination(s) and the number of individuals for whom funds are requested. The amount requested for travel must be fully explained.

**Other Direct Costs.** Itemize other anticipated direct costs not mentioned above. When at all possible, budgeted items should be included in a category other than Other Direct Costs.

**Facilities & Administrative (Indirect) Costs.** Facilities and administrative (F&A) costs, formerly referred to as “indirect” costs, are those incurred for common or joint objectives and, therefore, cannot be identified readily and specifically with a particular project or program. Use your institution’s federally negotiated F&A rate.

**Project and Budget Changes.** The Grantee shall obtain prior written approval from the SPTC before making any significant changes in the scope or objectives of the Grantee’s approved project. The Grantee shall also obtain prior written approval from the SPTC for transfers of funds among direct-cost budget categories if the cumulative amount of such transfers exceeds 10% of the approved total budget.

**XII. Proposal Appendices**

A. Letters of commitment, e.g., state transportation agencies and private sector entities that will implement the project results. This section must not exceed 5 pages.

B. Equipment purchase materials. Include letters of support from potential users as well as other required documentation, not to exceed 5 pages.

OST-R requires that the following information be provided for each equipment item over $5000. If the proposal is selected for funding, this information (see Table below; start each table on a new page) will be sent to OST-R for approval. The information is a part of the proposal review process.

<table>
<thead>
<tr>
<th>Name of Principal Investigator:</th>
<th>SPTC15.5- XX (project number TBA)</th>
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</thead>
<tbody>
<tr>
<td>Project Title:</td>
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</table>
For each item of equipment costing $5000 or more include items 1-5. Items 6 – 8 may be combined when several pieces of equipment are requested.

1. Item Name:
2. Description of the equipment including value (include supporting documentation/quotes, as applicable).
3. Describe the importance of the purchase to the proposed project.
4. If a functional duplicate of the equipment is available at the PI or co-PI’s institution, demonstrate the need for this duplication.
5. State the anticipated lifetime for the equipment and describe the financial support the plan for maintenance and supply purchases over the life of the equipment from non-SPTC funds.
6. Include a signed letter from School, Department, or College administration showing the support plan commitment.
7. Describe the research and teaching uses of this equipment beyond this SPTC project.
8. Support letters are encouraged from additional academic, industry, and government users.

RELEASE OF INFORMATION
The SPTC is subject to the Oklahoma Open Meetings Act and the Oklahoma Open Records Act. When preparing proposals and as an awardee, the application team accepts the contents from the Intent to Apply, proposal summary and executive summaries from progress and final reports may be published without obtaining permission from the applicant or applicant organization. Requests for complete proposals will only be honored with notification to the Principal Investigator and in response to an Open Records request.

REGULATORY ISSUES
The PIs institution shall be responsible for assuring and documenting compliance with all State and Federal requirements including, but not limited to, human subjects, vertebrate animals, recombinant DNA, radioactive substances, narcotics and other controlled substances, export controlled technologies, and/or biological hazards, which require special approval or license, before being issued a contract for any portion of the project funded by SPTC. The PIs institution will make these records available to SPTC as requested. The proposal need only note in the “cover official transmittal letter” that approval exists or e.g., an IRB review form has been submitted to the IRB committee.

FINANCIAL RECORDS
The PI’s and Co-PI’s institutions will be responsible for maintaining records and accounts that properly document expenditures and other pertinent matters of all project funds. All such records and accounts shall be made available upon reasonable request by the SPTC for inspection and used in carrying out its responsibilities for administration of the funds.
PERFORMANCE EVALUATION

Acceptance of an SPTC award obligates the PI to submit quarterly progress reports with deadlines as detailed in the subcontract. Final reports, deliverables, diversity, workforce development, and technology transfer plans/achievement summaries are due as detailed in the sub-contract and accessible for sight impaired readers. Accessibility assistance is provided on the SPTC web site; however, the awardee institution is responsible for preparing the documents. The Annual Impact Survey is due each December 1. This survey is extremely important since it is used to collect a data set to meet OST-R reporting requirements.

Evaluation of the UTC Program requires periodic collection of information from investigators and contractors during and beyond the contract period(s). The PI and Co-PIs must provide the SPTC with the requested information during and after the funding period. This information may include, but is not limited to, Impact Survey, Site Visits, and Reverse Site Visits where the PI may be required to present his or her funded project related information to SPTC staff, the SPTC Advisory Board, the FHWA, and other interested parties.

PROPOSAL PREPARATION ASSISTANCE

For questions regarding this announcement, please contact the TechMRT Unit Coordinator Kim Harris (kim.harris@ttu.edu) or the SPTC Technical Director, Dominique Pittenger (dominiquep@ou.edu).

This is the last page of this Request for Proposals.