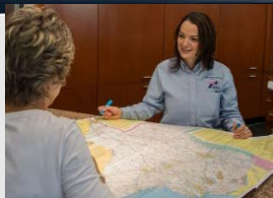




# TEXAS DEPARTMENT OF TRANSPORTATION



## TXDOT RESEARCH PROGRAM

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Research & Technology  
Implementation (RTI)



January 13, 2021

# Agenda

- 1 Review of Requirements- FY2022 RFP#1
- 2 Administrative Components of a Proposal
- 3 Updates
- 4 Rating Areas & Weight Scores on Proposal Review Forms
- 5 Project Milestones
- 6 Research Implementation
- 7 Closing Comments

# Review of Requirements- FY2022 RFP #1

- The deadline to submit proposals to [RTIMain@txdot.gov](mailto:RTIMain@txdot.gov) is **12:00 p.m.**, CST, **Wednesday, March 10, 2021**.
- RTI will acknowledge receipt of your proposal on the day received by RTI.
- Only proposals from Texas state-supported colleges and universities or the United States Geological Survey (USGS) will be accepted. Partnerships with other entities will be considered only when the appropriate expertise is not available at a Texas state-supported college or university.
- If the research team includes a team member that has overdue deliverables on any other RTI project that are **thirty (30) days late prior to March 8**, the proposal will not be accepted. Technical Memos are included in this provision.
- **Ensure you are using the current forms provided with the RFP notification.** Contact your University Liaison for the current forms and for assistance in completing them, if needed. Please do not copy and paste from previous RFPs. [RTI Research Forms](#)

# Administrative Components of a Proposal

## RTI Templates & Forms for Universities

Template / Form Name	Instructions
<b>Cover Page</b>	<ul style="list-style-type: none"> <li>• Complete all sections and note the “Project Statement Number” as the “Project Number” for identification purposes. The final “Project Number” will be provided to the university selected to conduct the project at a later date.</li> <li>• Budgets are based upon state Fiscal Year periods (ex. September thru August), rather than on a Calendar Year basis.</li> </ul>
<b>Exhibit B – Itemized Budget Estimate</b>	<ul style="list-style-type: none"> <li>• Complete all sections. Do not delete sections. If a section is not applicable to the proposal, state “Not Applicable”.</li> <li>• Insert Project Statement Number.</li> <li>• Under Salaries, provide the total salaries to be paid for each Fiscal Year (ex. September thru August).</li> </ul>
<b>Exhibit A – Work Plan</b>	<ul style="list-style-type: none"> <li>• Review instructions carefully.</li> <li>• Insert Project Statement Number.</li> <li>• All components must be present. <ul style="list-style-type: none"> <li>• Project Abstract,</li> <li>• Implementation Clause, even if “None”.</li> <li>• Work Plan,</li> <li>• Assistance or Involvement by TxDOT Clause, even if “None”.</li> </ul> </li> </ul>
<b>Exhibit C - Project Schedule</b>	<ul style="list-style-type: none"> <li>• Deliverables shall not be scheduled after project termination.</li> <li>• Schedule adequate time to complete all tasks and deliverables within the project duration.</li> <li>• The Monthly Progress Reports are to be specified on this schedule.</li> </ul>
<b>Background and Significance of Work</b>	<ul style="list-style-type: none"> <li>• Describe background information that may support the proposal, including description of the significance of the research.</li> </ul>
<b>Research Staff and Facilities</b>	<ul style="list-style-type: none"> <li>• Complete and note the requirements under each section.</li> </ul>

## 1) Technology Readiness Level (TRL) Scale System:

- Used to communicate expectations

\*\*\*Plan for project to achieve stated TRL\*\*\*

- Project progress is tracked using the scale
- Used to qualify for implementation

## 2) VoR due date changes (Value of Research)

- Due at the end of the project
- Included in the Final Report

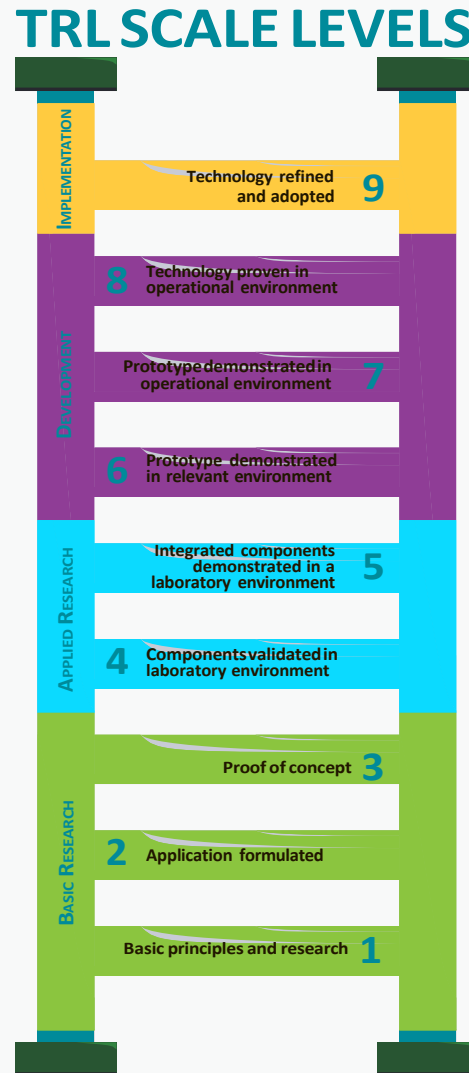
## 3) Indirect Cost:

\* Net Indirect Cost Rate is not to exceed 25%.

\* Ensure current rate for all administrative costs is from the approved Facilities and Administrative Cost Rate stated in the Colleges and Universities Rate Agreement with HHSC.

# Technology Readiness Level (TRL) Scale

## TRL Scale



# Rating Areas & Weight Scores on Proposal Review Forms

## ■ Benefits of the proposed activity to the State of Texas

Weight: 27%

### – **Innovation:**

- Does the work plan demonstrate a novel approach of looking at the issue or problem?
- Are the work tasks likely to expand the current state of knowledge on the issue or problem?

### – **Methodology:**

- Is the research methodology adequately described?
- Is the methodology sufficient to generate valid results?

### – **Success:**

- Based on the above, will the researchers be able to achieve the goals of the project?
- Will the project's tasks deliver practical and implementable results?
- Are risk areas identified and details for overcoming them given?

## ■ Proposed Tasks

Weight: 27%

### – **Understanding of the Project Statement:**

- Does the proposal clearly state the research problem, goals, and objectives?
- Does the proposal indicate that the intent and significance of each objective in the Project Statement is understood by the research team?
- Are all of the Project Statements' objectives addressed?
- Does the proposal specify the problem limits?

# Rating Areas & Weight Scores on Proposal Review Forms

## ■ Proposed Tasks, Contd.

### – **Focus:**

- Are the scientific and practical concerns that shape the research methodology clear?
- Do the proposed tasks effectively address all the project's objectives?
- Is each task properly focused?
- Do the tasks appropriately restrict project scope?

### – **Clarity:**

- Is the scope and intent of each task clear?
- Is the wording concise while still providing sufficient detail?

### – **Products:**

- Do the proposed products meet the minimum requirements of the Project Statement?
- If a product is to be demonstrated or tested, or otherwise needs TxDOT review to be effectively finalized, will this be accomplished early enough to incorporate the results before the project terminates?
- Does each task have at least one corresponding deliverable?

## ■ Research Team

Weight: 20%

### – **Qualifications:**

- Is the research team's background and experience recent and relevant to the project?
- Is the team size appropriate for the work to be done?
- Does the team have on hand the facilities, equipment and materials needed for the project? If not, does the proposal clearly identify the process for acquiring the facilities, equipment and materials for the work?

### – **Effort:**

- Is the level of effort by the primary researchers sufficient for success?



# Rating Areas & Weight Scores on Proposal Review Forms

## ■ Proposed Schedule

Weight: 16%

### – **Task Schedule:**

- Is the time shown appropriate for each task? (Project Deliverables Table)
- Is the time allocated for any task dependent on the success of a preceding task(s)? If so, does the proposal ensure the task will be completed on time?

### – **Plan:**

- Are the critical paths identified?
- Are the tasks logically sequenced?
- Is it clear that the project will be well managed? Does the overall schedule show a clear likelihood of project success?

### – **Project Duration:**

- Will the proposed schedule produce an answer/product soon enough to be useful to TxDOT?

## ■ Proposed Budget \*

Weight: 10%

### – **Estimate:**

- Is the estimated budget for each task reasonable?
- Are the projects facility, equipment and material needs fully budgeted?
- If the budget relies upon specific TxDOT or other support for success, is that support reasonable and likely to be available?

# Project Milestones

**February 8, 2021  
12 p.m.**

**Deadline for Questions (Answer  
will be sent by cob Friday's)**

**March 10, 2021 @  
12 p.m.**

**University proposals due to RTI.**

**March 10 through  
April 6, 2021**

**Proposals are in review.**

▪ Approximate dates, subject to  
change.

**April 6 through  
April 27, 2021**

**RTI:**

**1) finalizes proposal selections,**

**2) obtains final approval, and**

**3) notifies Universities of project  
awards.**

▪ Approximate dates, subject to  
change.

**Universities begin work on projects in FY2022:  
Anticipated Start Date is Sept 1, 2021.**

# Research Implementation

- As you begin your research project, keep in mind:
  - The purpose of research is to develop solutions that are implementable for TxDOT for the state of Texas' traveling public.
  - Additional deployment costs and stakeholder involvement may be needed.
  - The solution must be practical to the target audience.
  - The time, money, and effort put in by the project teams must create real value to TxDOT.

# Closing Comments

- Questions **must** be submitted by in writing to [RTIMAIN@txdot.gov](mailto:RTIMAIN@txdot.gov).
- RTI will respond to questions on a weekly basis (cob Fridays). The responses will be sent to each University Liaison for distribution within the university.
- **DEADLINE to submit proposals is 12:00 PM.** Please ensure your proposals are received prior to deadline. This will be strictly followed with NO EXCEPTIONS. 12:01 will be considered late and the proposal will NOT be accepted.
- Thank you for your interest!

*Good Luck With Your Proposal Preparation!*