TITLE

|  |  |  |
| --- | --- | --- |
| Estimated Time: | XX months |  |
| Estimated Cost: | Fiscal Year | Total Project Cost |
|  | 2025 | $000,000 |
|  | 2026 | $000,000 |
|  | Total | $000,000 |
|  |  |  |
| Performing Organization:  |  |
| Principal Investigator: |  |
| Co-Principal Investigator: |  |
|  |  |  |  |
| ArDOT Project Manager: |  |
| ArDOT Project Subcommittee Chair: |  |
|  |  |
|  |  |
| Submitted by: |  |

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Problem Statement

Background and Significance of Work

Objectives of the Study

Benefits

Possible benefits of implementation discussed in terms of the Department, traveling public, and environment.

Work Plan

Tasks and Deliverables.
A final report is to be drafted and presented to the Research Project Subcommittee on or before the completion date of the Work Phase of the project. A Publication Phase will then follow, which will be of sufficient length to allow the proper review, comments, and revisions: and will contain funding to accomplishing revisions and publication costs. The end of the Publication Phase will be the formal completion date of the project.

Work Time Schedule

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| Task |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Task |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Task |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Task |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Task |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Task |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Task |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Task |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Quarterly Reports |  |  |  | X |  |  | X |  |  | X |  |  | X |  |  | X |  |  | X |  |  |  |  |  |
| Claims |  |  |  |  | X |  |  | X |  |  | X |  |  | X |  |  | X |  |  | X |  |  | X |  |
| Final Reports |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | X |  |  |  |  |
| Publication Phase |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | X | X | X | X |

Level of Effort

|  |  |  |  |
| --- | --- | --- | --- |
|  | Effort by Quarter - Year 1 | Effort by Quarter - Year 2 |   |
|   |   |   | Full Time Equivalents (FTE) | Full Time Equivalents (FTE) |   |
| Item | Title | Name | 1st | 2nd | 3rd | 4th | 1st | 2nd | 3rd | 4th | **Total** |
| Professional  | PI |  |   |   |   |   |   |   |   |   |  |
| Professional  | Co-PI |   |   |   |   |   |   |   |   |   |  |
| Technical | Grad Student |   |   |   |   |   |   |   |   |   |  |
| Technical | Hourly Student |   |   |   |   |   |   |   |   |   |  |
| Clerical |   |   |   |   |   |   |   |   |   |   |  |
| **Total Professional Services** |  |  |  |  |  |  |  |  |  |
| **Total Technical Support** |  |  |  |  |  |  |  |  |  |
| **Total Clerical** |  |  |  |  |  |  |  |  |  |

Personnel and Budget Estimate

Personnel

PI

Co-PI - should remain familiar with project and be able to complete the project in the event that the PI is no longer able.

Graduate Student(s)

Expected number of undergraduate students

Budget Justification

1. Salaries
	1. Professional
	2. Graduate Student
2. Wages
	1. Hourly Student
	2. Hourly Other
3. Fringe Benefits
	1. Professional
	2. Graduate Student
	3. Hourly Student
4. Supplies and Services
5. Travel
	1. In-State
	2. Out-of-State
6. Indirect Costs
7. Tuition
8. Subcontracts
	1. The Contractor shall supply the Department with a salary schedule for contract personnel who are assigned to research projects. This schedule shall include the name and salary of the personnel working on the research project, the length of the contract, and description of the contract work planned. Equipment purchases are prohibited on a Subcontract and shall be made by the PI and listed within the Equipment section. The total amount budgeted for a subcontractor shall not exceed 49% of the total contracted amount or estimated work performed.
9. Equipment
	1. Rental – All rental rates shall be approved by ARDOT before the approval of the proposals. Should a subcontract be part of the proposal, ARDOT will not approve the purchase of any equipment in the subcontract. Any equipment purchased through ARDOT’s Transportation-Related Research & Workforce Development Grant Program is not eligible for rental rate charges.
	2. Purchase – Purchases of equipment currently owned by ArDOT will not be approved. A list of ArDOT owned equipment will be provided upon request. All equipment shall be purchased in accordance with the State of Arkansas purchasing laws. *A complete physical verification of all software and equipment purchased or built for use on this project and the actual location of the equipment will be made each year. An Equipment Capitalization Notice is available from the Research Section for the reporting of software or equipment purchased during the project. All software developed on the project will be completed in an open-source format, and ARDOT shall be provided a copy of the source code. If non-expendable or special equipment is purchased with project funds, the equipment is owned by ARDOT, and the disposition of the equipment will be determined by ARDOT at the project’s closeout session.*

Estimated Project Budget

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Year 1 | Year 2 | Year 3 | **Total** |
|  | XX Months | XX Months | XX Months |  |
| **1.     Salaries** |  $ -  |  $ -  |  $ -  |  **$ -**  |
| a.     Professional (XX FTE) |  $ -  |  $ -  |  $ -  |  **$ -**  |
| b.     Graduate Student (XX FTE) |  $ -  |  $ -  |  $ -  |  **$ -**  |
| **2.     Wages -** Hourly Student (XX FTE) |  $ -  |  $ -  |  $ -  |  **$ -**  |
| **3.     Fringe Benefits** |  $ -  |  $ -  |  $ -  |  **$ -**  |
| a.     Professional XX% |  $ -  |  $ -  |  $ -  |  **$ -**  |
| b.     Graduate Student XX% |  $ -  |  $ -  |  $ -  |  **$ -**  |
| c.     Hourly Student XX% |  $ -  |  $ -  |  $ -  |  **$ -**  |
| **4.     Supplies and Services** |  $ -  |  $ -  |  $ -  |  **$ -**  |
| **5.     Travel** |  $ -  |  $ -  |  $ -  |  **$ -**  |
| a.     In-State |  $ -  |  $ -  |  $ -  |  **$ -**  |
| b.     Out-of-State |  $ -  |  $ -  |  $ -  |  **$ -**  |
| ***Modified Total Direct Costs (MTDC)****(Total of Items 1-5)* |  $ -  |  $ -  |  $ -  |  **$ -**  |
| **6.     Indirect Costs** (15% of MTDC) |  $ -  |  $ -  |  $ -  |  **$ -**  |
| **7.     Tuition** |  $ -  |  $ -  |  $ -  |  **$ -**  |
| **8.     Subcontracts** |  $ -  |  $ -  |  $ -  |  **$ -**  |
| **9.     Equipment** |  $ -  |  $ -  |  $ -  |  **$ -**  |
| a.     Rental |  $ -  |  $ -  |  $ -  |  **$ -**  |
| b.     Purchase |  $ -  |  $ -  |  $ -  |  **$ -**  |

Facilities Available

List facilities that are available for use during the project.

Equipment Available

List equipment that is available for use during the project.

Implementation

Make sure that an implementation plan with a methodology for determining cost-benefit is included.

Reports

## Quarterly Reports

## Benchmark Reports

## Final Report

Final reports must be Section 508 compliant. Federally funded research with public facing PDFs must be accessible as of March 23, 2018, according to the final federal rule for the Information and Communication Technology (ICT) refresh under Section 508. This ensures that federal employees with disabilities have comparable access to, and use of, information and data just like federal workers without disabilities. The law also ensures that members of the public with disabilities receive comparable access to publicly available information and services. All researchers should use the accessibility tracker in Microsoft Word before submitting final reports.

## Implementation Report

References