

## **NTC Policies and Procedures for Transportation Research Funding**

A principal investigator (PI) who would like to conduct transportation-related research, has identified an external funding source for applied research, and wishes to receive a contribution of NTC matching funds or in-kind/administrative assistance should send a complete project proposal and budget to NTC's director, Dr. Andrew Farkas. A discussion and tentative agreement on the budget prior to submission will expedite the process. NTC funds are typically designated for student salaries, equipment/software, travel to conferences (for research paper presentation) and/or supplies, and must be negotiated with Dr. Farkas. PIs proposing basic research may submit a budget for exclusive NTC funding (although external funding would be welcome), including allowable summer salary.

The NTC and other peer-reviewers consider project proposals and budgets. Proposal will be reviewed based on the following criteria:

- Relevance to NTC's theme (Transportation: A Key to Human and Economic Development); the priorities established in the USDOT Strategic Plan and the Research Development, and Technology Plan ([www.rita.dot.gov/publications/transportation\\_rd\\_t\\_strategic\\_plan/](http://www.rita.dot.gov/publications/transportation_rd_t_strategic_plan/)); and transportation issues of national significance.
- The methodology is conceptually and technically sound and can be accomplished in the time allotted.
- The PI has the capabilities to fulfill the research methodology and has budgeted sufficient resources to accomplish the research.
- The PI will involve as many graduate and/or undergraduate students as practical in meaningful research activities.

Upon successful review and acceptance by NTC, the PI should follow the Office of Sponsored Programs and Research's process for sending proposals to funding organizations if external funding is involved. The NTC director will sign the internal routing form regarding contribution of match, but the PI must also obtain the signatures of the department head and school dean.

If the funding organization selects the proposal and reaches agreement with the university or if the project is funded exclusively by NTC, then the following conditions for the expenditure of NTC funds or in-kind apply:

1. Within one month of project start, the PI will provide the NTC with a project description. The format for the description can be found on the Transportation Research Board's Research in Progress (RiP) website ([rip.trb.org](http://rip.trb.org)). The NTC will forward the project description written by the PI to RiP.
2. A copy of any progress and financial reports required by the funding organization must be sent to the NTC as well. Any request from the NTC for information on progress and finances will be given in a complete and timely manner.
3. The PI will provide the NTC with a written plan for presenting papers and publishing articles based on the research. The NTC will support travel to professional/academic

conferences for paper presentation. PIs must submit a copy of paper to be presented with the travel request form. The UTC Program, NTC, and any funding organization must be acknowledged in paper or published article.

4. The PI is expected to manage student assistants and ensure that PF-10s and time sheets are properly filled out and signed in a timely manner. The NTC director must also sign these forms when NTC funds are involved. If doing basic research funded exclusively by the NTC, the PI must submit at least a complete draft of the final report prior to the first summer salary time sheet in order to receive summer salary. (See final report content in #6.)
5. The PI must inform the funding organization and NTC in writing of any requested changes in the budget or study term. Both the funding organization and NTC must approve such changes.
6. The PI shall submit a final report for each research project conducted with NTC funding. Final research reports shall give a complete description of the problem, approach, methodology, findings, conclusions, and recommendations developed in the project. The final report shall also completely document all data gathered, analyses performed, and results achieved. The inside of the front cover shall show a disclaimer:

#### DISCLAIMER

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If the funding organization requires a disclaimer as well, then the disclaimer wording can be negotiated to accommodate requirements of the organization and the UTC Program.

Please contact Dr. Farkas at x3761 with any questions. If your proposal has been selected for funding, please sign here \_\_\_\_\_ to indicate receipt and acceptance of these policies and procedures.

Return one signed copy to:

Dr. Andrew Farkas, Director  
National Transportation Center, Montebello D-206  
Morgan State University