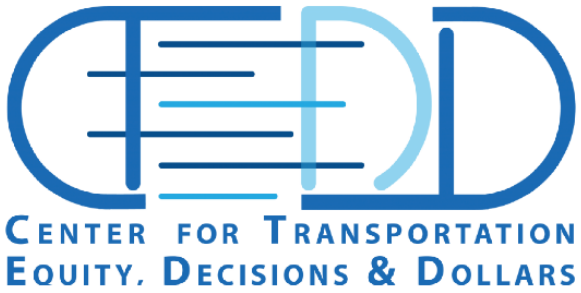
GENERAL GRANT ROUND 4 INFO SESSION
September 13, 2019



817-272-5138
C-TEDD@UTA.EDU
C-TEDD.UTA.EDU
@UTACTEDD
@C_ _TEDD
@ CENTER FOR TRANSPORTATION, EQUITY, DECISIONS AND DOLLARS

Purpose

- Issued annually
- Full-time faculty, research faculty and post docs are eligible.
- The main PI is encouraged to be a full-time tenured or tenure-track faculty.
- From UTA, USF, UWM, Cal Poly and GIT

- All proposals must contribute to the CTEDD General Grant objective and overall CTEDD focus areas as outlined in the RFP. Research projects must focus on **transportation**, represent a potential to **convert transportation research into practice**, inform researchers and non-academics, help to shape national and international conversations on transportation research, and respond to the needs of practitioners and policymakers.

Focus Areas

FOCUS AREA 1: Creative use of Existing Infrastructure

FOCUS AREA 2: Innovative Funding Strategies

FOCUS AREA 3: Transportation Systems, Economic Competitiveness, and Equal Access

FOCUS AREA 4: Employing Big Data and Innovative Techniques to Improve System Efficiency

FOCUS AREA 5: Performance Management and Monitoring Systems

FOCUS AREA 6: Transportation Policy and Decision Making

Proposal Submission Package

1. The proposal document (must not exceed 20 pages)

2. The proposed budget, as reviewed by your institution

3. The match commitment letter(s) for both cash and in-kind match amounts proposed in your budget

4. ***The stakeholder commitment letter(s), confirming and detailing each party's connection to your project***

1) The Proposal Document

- **Abstract *(limit 300 words*)**
- **Key Words (*limit 5 words*)**
- **Research Focus Area**
- **Research objectives and relevance to CTEDD's objective *(suggested limit ½ page)***
- **Background and literature review *(suggested limit 1 page)***
- **Methodology *(suggested limit 2 pages)***
- **Tasks, schedules, and expected deliverables *(suggested limit 1.5 pages)***
- **Technology transfer, stakeholder collaboration and impact (2+ pages)**
- **Please provide *minimum 1 paragraph* description for each following items in relation to your project**
  - Intellectual merit
  - Innovation
  - Education and workforce development
- **Qualifications & team *(suggested limit 1 page)***
- **VITAE *(suggested limit 2 pages per person)***
- **Match funding letters *(no page limit)***
- **Stakeholder commitment letters *(no page limit)***

Technology Transfer

- Technology Transfer is an ongoing process in the life of a project
  - Begins in the proposal and continues through implementation and knowledge transfer
- Work with your campus Tech Transfer Assistant Director
- Identify at least one relevant stakeholder and provide a commitment letter
- Offering a detailed plan in your proposal saves time later
- Must reach at least Level Three of technology readiness
- Technology readiness of 6 and above can propose a longer timeline and divide their proposal into phases
- Technology Readiness Levels

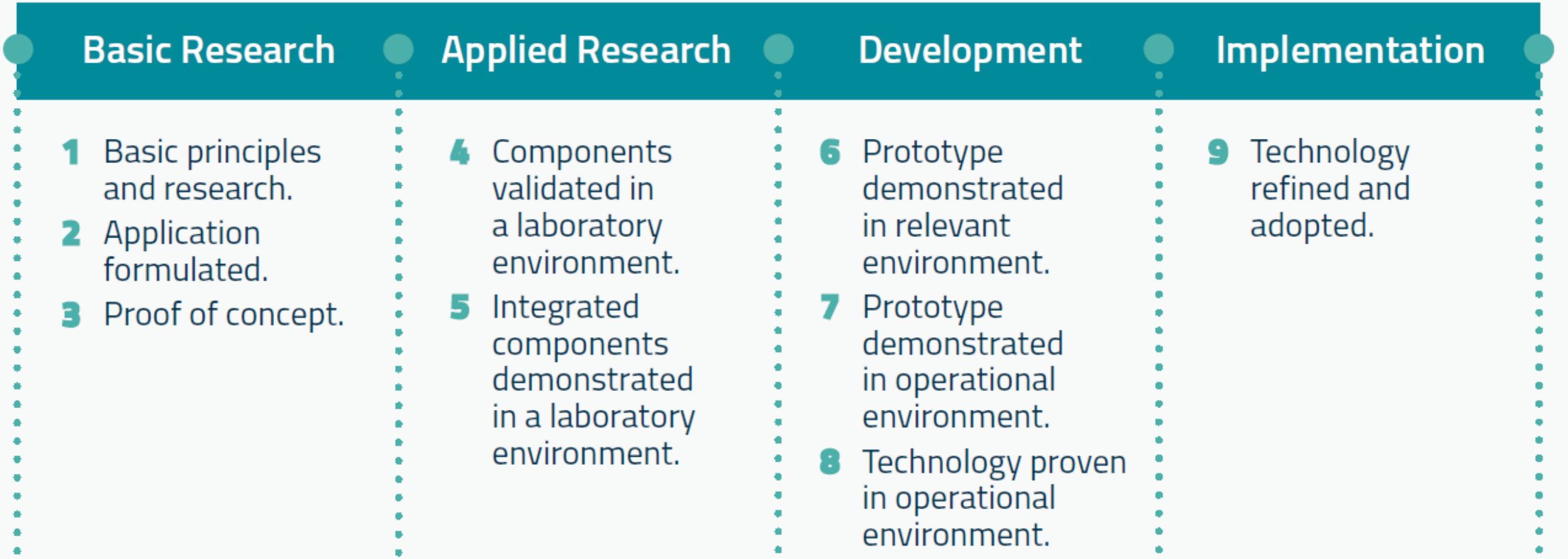


Figure 2. The four categories of the TRL Scale.

Source: [Technology Readiness Level Guidebook; Federal Highway Administration (2018)]

Project Stakeholders

- Private industry firms and organizations
- State government, federal government, local government
- Metropolitan Planning Organizations/Commissions
- Transit Agencies
- Foundations and Nonprofit Organizations
- Nongovernmental/Civic Organizations

New for Round Four RFP:
Stakeholder involvement (cash or in-kind support, data-sharing, dissemination, etc.) must be documented in signed letters from the stakeholders.

VI. CORE CLIENTS/STAKEHOLDERS OF THE PROJECT FOR TECHNOLOGY TRANSFER
(Provide at least 2 contacts; add more rows for each additional source)

Contact Name:		Contact Name:	
Organization:		Organization:	
Location:		Location:	
Phone:	Email:	Phone:	Email:
When and how was the stakeholder contacted?		When and how was the stakeholder contacted?	
What is the stakeholder's contribution to the project? *(Financial, data, facilities, collaborative research etc.)*		What is the stakeholder's contribution to the project? *(Financial, data, facilities, collaborative research etc.)*	

Contact Name:		Contact Name:	
Organization:		Organization:	
Location:		Location:	
Phone:	Email:	Phone:	Email:
When and how was the stakeholder contacted?		When and how was the stakeholder contacted?	
What is the stakeholder's contribution to the project? *(Financial, data, facilities, collaborative research etc.)*		What is the stakeholder's contribution to the project? *(Financial, data, facilities, collaborative research etc.)*	

CENTER FOR TRANSPORTATION EQUITY, DECISIONS & DOLLARS

2) The Proposed Budget

Each project total: $65,000 - $200,000 (higher for collaborative projects)

- Lower - Single PI, single institute
- Middle - Multiple PIs, single institute
- Higher – Multiple PIs, multiple institutes

- ***New for Round Four: PI's must budget at least 50% of their staff expenses for student researchers (wages, benefits, STEM tuition expenses, etc.).***

- The travel category refers to the research-related travel (if any). Please do not budget for conference presentations. CTEDD has a separate, direct process for conference travel.

- Any budget for equipment requires a strong justification, and proof that it will be used solely for the CTEDD project. We discourage budget requests for equipment.

- The 50% match funding is the minimum. Higher matching funds are encouraged, as they indicate more partnership and additional resources.

CTEDD
Center for Transportation Equity, Decisions & Dollars

Project proposals must use this budget template for their proposal submission!

C-TEDD Budget Form

Proposal Title:

Budget Total: $0.00 Start date: End date:

PI: University:

*Copy formulas where applicable, and update numbers. Existing numbers are used for illustrative purposes.

				Univ 1	Univ 2	Match Breakdown	Justification/Comments
Faculty Salary	Salary Rate	FTE	# Months				
Subtotal				$ -	$ -	$ -	
Graduate Assistants	Salary Rate	FTE	# Months				
Subtotal				$ -	$ -	$ -	
Faculty & Student Benefits	Total Salary		%				
0	$ -			$ -	$ -		
0	$ -			$ -	$ -		
				$ -	$ -		
0	$ -			$ -	$ -		
				$ -	$ -		
Subtotal				$ -	$ -	$ -	
Tuition (GRA)	Term Rate		# Terms				
0				$ -	$ -		
0				$ -	$ -		
0				$ -	$ -		
Subtotal				$ -	$ -	$ -	
Expendable Property, Supplies, & Services							
Subtotal				$ -	$ -	$ -	
Project Related Travel (do not include conference presentation travel)							
Subtotal				$ -	$ -	$ -	
Other Direct Cost (specify:)							
Subtotal				$ -	$ -	$ -	
TOTAL DIRECT COSTS				$ -	$ -	$ -	
MODIFIED TOTAL DIRECT COSTS				$ -	$ -	$ -	
			Campus IDC Rate				
			Univ 1	$ -		$ -	
			Univ 2		$ -	$ -	
TOTAL INDIRECT COSTS				$ -	$ -	$ -	
TOTAL				$ -	$ -	$ -	PROJECT TOTAL $ -

MINIMUM MATCH (1:1/2)	Univ 1	Univ 2	Description (cash, in-kind, or both)
TOTAL	$ -	$ -	MATCH TOTAL $ -
		Total % of Matching	

CENTER FOR TRANSPORTATION EQUITY, DECISIONS & DOLLARS

3) The Match/Stakeholder Commitment Letter(s)

UNIVERSITY OF TEXAS ARLINGTON | COLLEGE OF ARCHITECTURE, PLANNING AND PUBLIC AFFAIRS

Official letterhead: (This is just an example of UTA CAPPA issuing the letter, it should be the PI's supporting organization)

Date of issuing the letter

May XX, 20XX

PI Name & Address

Grantee Name
Grantee Organization
Grantee Official Address

RE: C-TEDD match from College of Architecture, Planning and Public Affairs

Dear Dr. XXXXX,

This letter confirms that the College of Architecture, Planning and Public Affairs, University of Texas, Arlington will provide $X,XXX in-kind funds for your C-TEDD Project, "XXXXXXXXXXXXXXXXXXXXXXXXXXX."

match amount

Title of the proposal that its PI is requestng CTEDD grants for

We understand that before your C-TEDD projects begin (assuming they are selected for funding), we will need to execute an agreement to formalize our commitment.

Sincerely,

Signature Letter should be signed by the person that has the authority to issue such letter

XXXXX XXX
Dean and Professor
College of Architecture, Planning and Public Affairs
University of Texas, Arlington

Name & Affiliation(In this unreal letter example, the head of UTA CAPPA should sign)

This letter is just AN UNREAL EXAMPLE for the exclusive use of CTEDD researchers, thus the information might not be factual

Official Footer: (Indicates the contact and address of PI's supporting organization)

The University of Texas at Arlington Box 19108 601 West Nedderman Drive Arlington, TX 76019-0108 T 817-272-2801 F 817-272-5008 uta.edu/cappa

The ROCKEFELLER FOUNDATION

Official letterhead: (This is just an unreal example that The Rockefeller Foundation provides the cash match and issues the letter)

Date of issuing the letter

May XX, 20XX

PI Name & Address

Grantee Name
Grantee Organization
Grantee Official Address

RE: C-TEDD match from XXXXX XXXXXX XXXXX
Dear Dr. XXXXXX,

PI's organization

Title of the proposal that its PI is requestng CTEDD grants for

This letter is to confirm our support for XXXXXXXXXXXX for the proposed study, YYYYYYYYYYYYYYYY, to be submitted to the Center for Transportation, Equity, Decision and Dollars (C-TEDD). Our foundation will provide IIIIIIIIIII funds for this project in the amount of $X,XXX.

The amount of cash contribution that the supporting organisation provides

should indicat how the money is retrieved from non-profit activities

We are confident that the YYYYYYYYYYYYYYYY can perform quality work and complete the proposed research study, as it has a strong track record of doing so.

We understand that before the project begins we will need to execute an agreement between us formalizing our commitment.

Sincerely,

Signature Letter should be signed by the person that has the authority to issue such letter

XXXXXX XXXXXX
Letter Issuer Name
Letter Issuer Affiliation

Name & Affiliation(In this unreal letter Rockefeller Foundation director might sign)

This letter is just AN UNREAL EXAMPLE for the exclusive use of CTEDD researchers, thus the information might not be factual

Official Footer: (Indicates the contact and address of PI's supporting organization) (again this is an unreal example)

The Rockefeller Foundation 420 5th Ave, New York, NY 10018 T 212-869-8500 rockefellerfoundation.org

Funding Priorities

CTEDD prioritizes the following factors when choosing to award projects:

- Involve junior/untenured faculty
- Prioritize student involvement and training
- Involve interdisciplinary, multi-campus, and/or external collaboration
- **Have at least Level 3 of technology readiness (Higher TRL levels will receive higher funding)**
- Involve members of underrepresented populations

Evaluation Criteria - Internal

1. Does the proposal fit the CTEDD and RFP objectives?
2. Does the proposal address CTEDD focus areas and suggested areas of topics?
3. To what extent is transportation the focus?
4. To what extent does the proposal support and mentor students?
5. How is student involvement prioritized in the project budget?
6. Does the proposal support untenured tenure track (junior) faculty?
7. To what extent does the proposal leverage matching funds and have external stakeholder involvement?
8. To what extent does this project support substantive and meaningful collaboration?
9. To what extent does the project support multi-disciplinary and/or multi-campus collaboration?
10. Is the research relevant nationally?
11. Does the project support equity and diversity?
12. Does the proposal reach the required technology transfer readiness and propose a viable technology transfer plan?
13. What is the PIs past performance on other UTC projects (on time reporting, etc.), likelihood of successful completion, potential for technology transfer?

Evaluation Criteria - External

1. Alignment to CTEDD's Objectives and Mission as a UTC
2. Fitness to CTEDD's Focus Areas
3. Applicability of Outcomes
4. Methodology
5. Resources Committed and Collaboration Proposed
6. Intellectual Merit
7. Innovation
8. Viability of Proposed Tech Transfer Activities
9. Broader Impact(s)
10. Qualifications of the Project Team

Important Dates

October 18, 2019	**Complete Proposal and Budget Submission Due**
October-November, 2019	Proposal Review, Feedback, and Task Orders
December, 2019	Projects Awarded –Award Documents and Tech Transfer Plans Finalized
January, 2020	Projects Begin

The completed proposal packages **must be submitted by your institutions' Office of Grants and Contracts to** C-TEDD@uta.edu by **October 18, 2019**.

The package should include:

- The proposal document (The length of the proposal should not exceed 20 pages)
  - An initial Technology Transfer Plan (section 8 of the RFP) must be included here
- The proposed budget, as reviewed by your institution
- The match commitment letter(s) for both cash and in-kind match amounts proposed in your budget
- The stakeholder commitment letter(s) confirming the interest/involvement of project stakeholders

Important to Note

- The completed package of proposals should be submitted **prior to the deadline.** Incomplete packages and late proposals will not be sent for external reviews.
- All proposal packages should include **budget justifications** and **the match commitment letter**(s).

All proposal packages should be submitted by the Office of Grants and Contracts of the associated university (including UTA PI's).

Frequent Questions

- *Can we focus our proposal on technology transfer if we already have a technology in place?*
- *How far ahead can we phase out our research (Number of years)? If we plan for a multi-phase project, what does CTEDD consider necessary for a first phase to be complete?*
- *Can we have non-tenured faculty as PI's, or is it necessary to have a more experienced faculty member as PI and for the postdoc/untenured faculty to be a co-PI?*
- *Are proposals considered from other areas of transportation research (i.e., econometrics, vehicle safety, emissions, etc.)?*
- *What kind of budget items are non-allowable? Can we include travel for technology transfer for our research budget or would that be a separate budget/phase?*

ANY QUESTIONS?

Contact Info:
Email: c-tedd@uta.edu
james.wood@uta.edu
shima.hamidi@uta.edu
jrosenbe@uta.edu

Phone: 817-272-5138

https://ctedd.uta.edu

CENTER FOR TRANSPORTATION EQUITY, DECISIONS & DOLLARS