



2010-2011 REQUEST FOR PROPOSALS

www.otrec.us

Complete Proposals Due 5:00 PM April 9, 2010

Full proposals will be peer-reviewed by at least three reviewers (including one USDOT representative). Review comments will be provided for all submittals.

NOTICE

This RFP has been released in anticipation of continued funding from Research and Innovative Technology Administration (RITA) within the U.S. Department of Transportation. Awards for the 2010-11 funding cycle will not be made until formal notification of funding has been received.

1. REQUEST FOR PROPOSALS

The Oregon Transportation Research and Education Consortium (OTREC) invites proposals for research, education, and technology transfer projects and initiatives (see Section 5) for the next fiscal year, October 1, 2010-September 30, 2011. OTREC's total funding available during this fiscal year is approximately \$2 million, and OTREC expects to fund as many high quality proposals as possible to support relevant work that relates to our theme and supports national transportation initiatives and needs. OTREC will continue to issue RFPs on an annual basis to support its programs. Due to the nature of our federal funding, projects will generally be for one year, and should generate measurable results in that time. Projects are generally less than \$150,000. OTREC may choose to fund high priority project that spans multiple years, but PIs must demonstrate sufficient progress and meet project requirements for the second year of a multi-year project (maximum of 2 years). Awards all require one-to-one non-federal match in the form of cash or in-kind services from project partners—to include universities, transportation agencies, industry, and nonprofit organizations. Awards for initiatives require cash match.

OTREC is a National University Transportation Center funded by the U.S. Department of Transportation's (USDOT) Research and Innovative Technology Administration (RITA), and is a partnership between Portland State University, the University of Oregon, Oregon State University and the Oregon Institute of Technology. The mission of the UTC program is to advance U.S. technology and expertise in the many disciplines comprising transportation through

the mechanisms of education, research, and technology transfer at university-based centers. There are 60 UTCs with various themes across the U.S. (see <http://utc.dot.gov> for more information).

OTREC is guided by a strategic plan (available on the [OTREC web site](#)) that is focused on contributing to transportation projects that supports innovations in sustainable transportation through:

<p style="text-align: center;">Advanced Technology, Integration of Land Use and Transportation, and Healthy Communities</p>
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OTREC emphasizes research that is cross-disciplinary and collaborative, and that results in publications in refereed journals and presentations at transportation-related conferences. In addition, research proposals should fit within the USDOT's priority research areas: safety, mobility, global connectivity, environmental stewardship, security and congestion.

OTREC is performance driven and must report annually on performance measures that relate to the activity of the center, including number of research reports published and papers presented, courses offered, number of students participating in research, number of advanced degree programs offered, number of students enrolled in advanced degree programs, number of advanced degrees awarded, number of transportation seminars, symposia, distance learning classes, etc. for transportation professionals, etc. Proposals that show strong potential to provide growth in these performance areas will be given priority for funding.

Successful research proposals will combine advanced research with applied projects that fit the OTREC theme, and link to articulated USDOT and other transportation and community priorities. Successful education proposals will enhance, develop, or promote undergraduate or graduate education to attract more students to a transportation profession, or support continued education for practitioners. Technology transfer proposals should support transportation outreach, including dissemination of research results, continuing education, and training.

2. CHANGES TO THE RFP

Please note some of the changes to the 2010-2011 RFP based on feedback and input from faculty, the OTREC Board of Advisors, and OTREC partners. The changes include the following:

1. OTREC is defining research emphasis areas that provide strategic research direction for the next year. These priorities are not at the exclusion of other thematic research areas, but proposals submitted that directly respond to these priority areas will rank higher among the diverse portfolio of proposals. These research areas are multimodal.
2. OTREC has reserved funding for initiatives. An initiative goes beyond a single project and can be a center, program, or laboratory that involves collaboration between more than one campus, more than one discipline, more than one agency, and more than one faculty member. See Section 5 for details.
3. OTREC is accepting multi-year proposals for both projects and initiatives with a limit of

2 years. If selected, OTREC will fund the first year. Second year funding is contingent on congressional reauthorization, and currently cannot be guaranteed.

4. Abstracts are no longer required prior to submitting full proposals.

3. ELIGIBILITY

Faculty members and research faculty eligible to serve as Principal Investigators (PIs) at Portland State University, the University of Oregon, Oregon State University, or the Oregon Institute of Technology may submit proposals and serve as PIs with OTREC.

Proposals may include multiple investigators, and collaborative projects across disciplinary and campus boundaries are encouraged. Proposals including multiple investigators must identify one lead PI contact responsible for reporting and associated administrative tasks.

PIs may submit more than one proposal. OTREC Executive Committee members are allowed to submit proposals, but are not allowed to be present during deliberations and decisions related to their proposals.

4. UNIVERSITY APPROVAL

Proposals and budgets must be approved by the PI's home university research office prior to the OTREC submission deadline of April 9, 2010. Proposals will not be considered without home university approval at the time of proposal submission. PIs must follow their university's requirements for approval of proposals, including match commitment and use of human subjects (if applicable). Further questions regarding university approval should be directed to the home university research administration office or the home university Associate Director. Links are provided below:

- **PSU:** Proposal Internal Approval Form (PIAF): <http://www.gsr.pdx.edu/process/forms.html>
- **UO:** Apply through Electronic Proposal Clearance System (E-PCS) and Office of Research Services and Administration: <http://orsa.uoregon.edu/>
- **OSU:** OSU Proposal Transmittal Form: <http://oregonstate.edu/research/osprc/submission/index.htm>
- **OIT:** Use Proposal Check-off Sheet available from the Provost's office.

5. PROPOSALS FOR INITIATIVES

New for this funding cycle, OTREC is looking to fund strategic programmatic initiatives. Initiatives differ from individual projects in that they are intended to build longer-term capacity for research and education. Initiatives can be new or existing. For example, an initiative can be a laboratory, center, or program that involves collaboration between more than one campus, more than one agency, and more than one faculty member. Initiatives will need to adhere to the same research proposal (see Section 6) and project reporting requirements in addition to meeting the following criteria:

- Include cash match from Initiative partners;

- Demonstrate collaboration between more than one OTREC institution and between more than one discipline;
- Show support of more than one partner agency;
- Focus on a coherent topic consistent with OTREC's theme which goes beyond a single research project;
- Connects to transportation education programs in a way that will help expand the number of and quality of students and graduates; and
- Incorporates a highly credible plan for attracting future external funding beyond OTREC, with priority for programs that have the potential to expand the breadth and depth of funding partners.

Please contact the campus Associate Director for questions regarding initiatives or Hau Hagedorn, OTREC Research Program Manager.

6. RESEARCH PROPOSALS

Each proposal is required to contribute to the OTREC theme which supports multimodal innovations in sustainable transportation through (*Advanced Technology, Integration of Land Use and Transportation and Healthy Communities*). For the 2010-2011 RFP, OTREC is specifically looking for proposals that respond to research emphasis areas that relate to the USDOT critical issue of Livability (see next section). Economic development and economic recovery are also vital components of livability. Proposals that meet the theme and also directly respond to one of the OTREC research emphasis areas noted below will rank higher in final proposal selection. The research emphasis areas for the upcoming year are:

- Active/nonmotorized transportation research to expand mode choices.
- Transportation system management and operations to develop smarter mobility, system operation improvements, and GHG reduction.
- Land use and transportation research to advance sustainable/livable community design.
 - The interaction of land use decisions and transportation system responses -- tools to address on a regional scale.
- Transportation modeling (e.g., GHG, emissions, pedestrian, etc.) to provide better information analysis and management tools for sustainable transportation and livability.
- Performance measure research to provide better information analysis and management tools for sustainable transportation and livability.
 - Public Policy decision making is faced with unprecedented uncertainties (funding, climate change, peak oil, economy). Performance measures are needed that give feedback to decision makers on both the performance of policy initiatives and status of key uncertainties and their local impacts. This allows for adaptation in both the actions being taken and the unfolding realities.
 - A cradle to grave analysis of useful measures and associated data to ensure optimal plans, projects, or programs in transportation; including data needs, development of measures, successful examples of how measures have been used, updated, and maintained.
- Intermodal connections to expand mode choices.
 - Impact on rural communities dependent on vehicle transportation.

- Green construction practices and materials to support sustainable transportation infrastructure.
- Transportation infrastructure innovations to support sustainable infrastructure, economic development, and livability.

OTREC will look for projects that involve undergraduate and graduate students in transportation projects. The inclusion of student research assistants will be a criterion for research project selection. In addition, each project proposal will require a technology transfer plan. OTREC encourages dissemination of research results via journal publications and presentations at recognized conferences.

OTREC project awards are generally no larger than \$150,000 per project per year. Participation of public and private organizations is encouraged. Projects are encouraged to be collaborative, multi-disciplinary, and multi-campus. An external project contact should be significantly involved in the review and evaluation of the project throughout its duration and should be a major resource for project implementation. It is suggested that proposers contact the OTREC Director and OTREC staff in advance if they have any questions about whether their proposal topic is appropriate.

Critical Issues

Each year OTREC is asked to address critical issues identified by RITA and the USDOT. We are specifically looking for proposals that meet other criteria but also address:

Livability: One of the top priorities for the Secretary of Transportation for 2010 is livability. In June 2009, the US Department of Transportation, Housing and Urban Development (HUD), and Environmental Protection Agency (EPA) created an interagency partnership for sustainable communities. Projects relating to this would support the six livability principles defined by the three agencies. (<http://www.dot.gov/affairs/2009/dot8009.htm>). These include: provide more transportation choices; promote equitable, affordable housing; enhance economic competitiveness; support existing communities; coordinate policies and leverage investment; and value communities and neighborhoods.

Advanced Research: RITA defines this as “research that involves and draws upon basic research results to provide a better understanding of phenomena and develop innovative solutions – sometimes referred to as exploratory research in order to convey its more fundamental character, its broader objectives, and the great uncertainty in expected outcomes compared to problem-solving research.” Advanced research may be done in collaboration with a state DOT or other knowledgeable entity, in support of the Federal Highway Administration’s Advanced Research Program requirements or similar requirements of other DOT Operating Administrations.

Congestion Chokepoints: This is a near-term priority initiative that addresses the Secretary of Transportation’s congestion mitigation strategy, with projects intended to demonstrate deployable results within one year and identify and/or ameliorate the factors that contribute to congestion of freight and/or passenger traffic in urban areas. Such projects may involve any

discipline of science, engineering, technology, and policy analysis that is capable of addressing these factors.

National Strategy & USDOT Priorities

Grants from University Transportation Centers such as OTREC must support the national strategy for surface transportation research and research that focuses on interfaces with other modes. Proposals should satisfy USDOT multimodal research priorities as defined in the federal transportation act SAFETEA-LU. USDOT priority research areas listed below:

- Safety: enhance public health and safety by working toward the reduction of transportation-related fatalities and injuries.
- Mobility: advance accessible, efficient, intermodal transportation for the movement of people and goods.
- Global Connectivity: facilitate a more efficient domestic and global transportation system that enables economic growth and development.
- Environmental Stewardship: promote transportation solutions that enhance communities and the natural and built environment.
- Security: Balance homeland and national security transportation requirements with the mobility needs of the nation for personal travel and commerce.
- Congestion: identify and/or ameliorate the factors that contribute to congestion of freight and/or passenger traffic in urban areas.

For more information regarding the national transportation strategy, refer to the following sources:

- a. National Highway Research and Technology Partnership's *Highway Research and Technology: The Need for Greater Investment*
<http://gulliver.trb.org/publications/rtforum/HwyRandT.pdf>
- b. Federal Transit Administration's *National Research and Technology Program*
http://www.fta.dot.gov/26_ENG_HTML.htm
- c. U.S. Department of Transportation's *Strategic Plan*
http://www.dot.gov/about_dot.html
- d. U.S. Department of Transportation, Research and Innovative Technology Administration's *Transportation Research, Development, and Technology Strategic Plan 2006-2010*
http://www.rita.dot.gov/publications/transportation_rd_t_strategic_plan/
- e. Maritime Administration's *Research, Technology, Demonstration, and Deployment (RTDD) Program* (<http://www.marad.dot.gov/R&D/index.html>)

7. EDUCATION PROPOSALS

One of OTREC's goals is to encourage and fund multidisciplinary educational programs and experiential learning across disciplines in the transportation field. Awards will focus on proposals that will attract more students to transportation as a profession, or support continued education for those already in the field, preferably with measurable outcomes. Education programs that encourage coordination of curricula, sharing of courses in person and via distance

learning, exchanges among students and faculty at our Oregon campuses, within the Northwest Consortium and with other national and international universities are preferred.

Examples of education proposals that could be considered include:

- Expanding and strengthening coursework and degree options for undergraduate and graduate students, and working professionals seeking degree credit or lifelong learning.
- Initiatives for new or expanded courses, course modules, and course materials.
- Summer workshops on topical areas for undergraduate, graduates, and professionals.
- Community-based transportation education programs aimed at middle and high-school students (pre-college, summer and hand-on interactive school programs, etc.).
- Efforts to increase the diversity of transportation students in Oregon, to recruit and support women and minorities (students who receive OTREC grants, fellowships and other non-compensation financial support must be U.S. citizens or permanent residents of the U.S.).

Technology transfer should also be an integral part of education proposals.

8. TECHNOLOGY TRANSFER PROPOSALS

Technology transfer is a key component of OTREC activities, and emphasizes making research results available to potential users in a form that can be directly implemented, utilized, or otherwise applied, or that uses technology to provide education opportunities to those in the transportation field. Proposals will be accepted that support an expanded and coordinated statewide program of transportation outreach involving accessible communication of research results, continuing education and training courses for transportation professionals at all levels and at all stages of their careers, and in a variety of formats. Proposals should address federal and statewide needs, transportation agency, industry, and community needs, as well as possible appeal to a larger national and/or international audience.

OTREC will encourage and fund PI-based technology transfer initiatives and encourage development of ways to share knowledge nationally and internationally. Examples of technology transfer proposals that could be considered include:

- Efforts to link student service learning projects with improving community planning; bringing this approach to developing transportation training modules for new city managers, planners, planning commissioners, and legislators throughout Oregon.
- “Quick turnaround” research projects, such as literature reviews and white papers, state-of-the-art and state-of-the-practice.
- Expansion of existing short courses and training programs.

9. CRITERIA FOR EVALUATION OF PROPOSALS

The OTREC proposal review process is intended to be open and competitive. Complete proposals will be submitted by PIs through the OTREC proposal submittal website and will be pre-reviewed to ensure compliance with proposal requirements and fit with the OTREC theme. Proposals will then be distributed for peer review by at least 3 reviewers, including at least one

USDOT representative, for confidential review. Reviews will be single-blind and reviewers will remain anonymous. Reviewers will be selected from universities, local, regional, and national agencies, and other USDOT University Transportation Centers. An established procedure for reviewer conflict of interest will be followed. Peer-reviewers will assess the proposals based on intellectual merit, broader impacts, relevance to OTREC's theme and the national transportation research agenda using the following scale:

- Excellent: Outstanding proposal in all respects; deserves highest priority for support.
- Very Good: High quality proposal in nearly all respects; should be supported if at all possible.
- Good: A quality proposal worthy of support.
- Fair: Proposal lacking in one or more critical aspects; key issues need to be addressed.
- Poor: Proposal has serious deficiencies.

The OTREC Executive Committee and OTREC staff will then evaluate the acceptable proposals based on OTREC priorities, equity across partner campuses, collaboration across disciplines or campuses, support of junior faculty, match sources and commitment, student involvement, basic vs. applied research, and other factors considered appropriate.

Initial peer-review by the outside reviewers will be based on criteria 1 through 3, as described below. A project that is not satisfactory under criteria 1 through 3 will not be funded. The remaining criteria (4 through 10) will be assessed by the Executive Committee and OTREC staff.

Peer-Review Criteria

1. What is the intellectual merit of the proposed activity?
 - a. How important is the proposed activity to advancing knowledge and understanding within its own field or across different fields?
 - b. How well qualified is the proposer (individual or team) to conduct the project?
 - c. To what extent does the proposed activity suggest and explore creative and original concepts?
 - d. How well conceived and organized is the proposed activity?
 - e. Is there sufficient access to resources?
2. What are the broader impacts of the proposed activity?
 - a. How well does the activity advance discovery and understanding while promoting teaching, training, and learning?
 - b. How well does the proposed activity broaden the participation of underrepresented groups (e.g., gender, ethnicity, disability, geographic, modal, urban/rural etc.)?
 - c. To what extent will it enhance the infrastructure for research, education and technology transfer, such as partnerships or activities beyond the funded project that will live on past the life of the specific project and further OTREC's objectives?
 - d. Will the results be disseminated broadly to enhance scientific and technological understanding?
 - e. What may be the benefits of the proposed activity to the national surface transportation research agenda?
3. To what extent is this project consistent with the OTREC theme? The Executive Committee will ensure that each proposal is consistent with the theme before peer-review begins.

- Priority will be given to those proposals that respond to OTREC's research emphasis areas. PIs can contact OTREC staff or their home university Associate Director for guidance.
4. Supports and involves students in the form of research that fulfills degree requirements (publication/presentation/conference/journal).
 5. Matching funds are provided. For initiatives, priority will be given to external cash match.
 6. Supports untenured tenure track (junior) faculty.
 7. To what extent does this project support substantive collaboration?
 - a. More than one discipline.
 - b. Two/three/four campuses.
 - c. External agency, nonprofit, industry, private, other state/country.
 - d. Region X Consortium.
 8. Satisfies USDOT multimodal research priorities as defined in SAFETEA-LU.
 9. Past performance on OTREC or other UTC projects (on time reporting, etc.), likelihood of successful completion, potential for technology transfer.
 10. Plan for research implementation.

Anonymous review comments will be provided to PIs, and those not funded will be encouraged to improve their proposals for submittal in future years or elsewhere.

10. PROJECT REQUIREMENTS

Funded project descriptions will be posted on the OTREC website and submitted to TRB's Research in Progress (RiP) database within one month of project selection. OTREC will provide style guidelines to ensure consistency of all OTREC products. PIs will be asked periodically to provide information about publications, student involvement, and other metrics that OTREC needs for federal reporting. Electronic copies of all papers submitted to journals or conferences that are based on the project research should be provided to OTREC.

Progress Reports

Periodic progress reports are required, according to OTREC guidelines, which are still in development. These reports will support OTREC's semiannual reporting to RITA. Reports must be submitted via the OTREC website. The progress report will include a summary of research accomplishments to date including a listing of any submitted publications and/or presentations.

Publications and Presentations

PIs and students who are funded by OTREC will be expected to prepare articles based on research findings for publication in refereed journals and make presentations at national conferences. Through these venues, researchers and students will receive additional peer-review feedback on their work and should incorporate this into their projects. OTREC support should be acknowledged in all work that results from OTREC funding. Student contributions to research should be acknowledged in publications via acknowledgement, footnote or co-authorship.

Peer Reviewed Final Report

A draft final report conforming to OTREC style guidelines (templates can be found on the OTREC web) must be submitted 30 days prior to completion of the project. The report should

document the research project in total, including a complete description of the problem, objectives, approach, methodology, findings, conclusions, recommendations, etc. The final report should document all data gathered, analyses performed, and results achieved. OTREC will also require information about the number of undergraduate and graduate students participating in the OTREC-funded project, and number of publications and presentations presented at academic/professional meetings resulting from the OTREC-funded research.

The draft final report is subject to Executive Committee review, and will be peer-reviewed during a two-month review process. OTREC will send the draft final report to up to three peer-reviewers, including one USDOT reviewer. As applicable, at least one representative of the matching/partner entity will be asked to provide a review. PIs are responsible for incorporating peer-review comments into the final report. OTREC will develop a procedure for no-cost extensions, and each PI's performance on schedule and budget will be considered for future funding decisions.

Before publishing, final reports that incorporate peer review comments will be reviewed by an editor to ensure standard formatting requirements are met. When a report is produced as part of a joint effort, OTREC will work with the matching/sponsoring entity to ensure that one report will meet the requirements of all partners. All final reports will be produced as part of a numbered OTREC report series, and will include the RITA disclaimer and OTREC funding attribution. All final reports will be posted on the OTREC website, and the URL of the full version of the reports will be provided to TRIS and transmitted to the NTL. Five printed copies will be sent to Northwestern, Volpe, Berkeley, TRB and NTIS within two months of report production. OTREC will also produce printed copies for each university's library and the OTREC library.

More details about OTREC project requirements can be found in the "Principal Investigator's Guide to OTREC-Sponsored Activities," found on the OTREC web site.

Adherence to Project Requirements

OTREC funds are limited, and awarding grants is a competitive process. It is essential that principal investigators take into account that adequate progress and performance on previously funded research is an overriding consideration for the funding of future grants. Those that do not submit progress reports or final reports will not be considered for future funding.

10. PROPOSAL BUDGET

Applicants must use the OTREC Budget Form. Proposal budgets should be conservative and cost-effective, and should be primarily directed at new and original work. Funds should be spent in a manner that provides publishable results, especially in refereed journals. In general, faculty salary (summer or academic year), student support, and tuition/fee reimbursement are allowed expenses. Proposers are encouraged to budget for travel to one conference to present project results. Funding for students is expected in all projects, including research assistant salary and any additional costs for student presentations at conferences. Federal indirect costs (overhead) specific to each OTREC university and OPE (fringe benefits) should also be included in the budget. *Tuition charges are not subject to overhead.* A limited amount of travel for data

collection purposes and materials and supplies may be included, provided that they are a direct expense related to completing the work. Equipment purchases and international travel are not permitted unless specific justification is provided and *prior* approval is obtained from OTREC. Budget for expenses normally considered part of university F&A (phones, facilities, etc.) should not be included.

Funding for salary that goes beyond normal academic or summer compensation will not be allowed. In the case of joint projects with faculty from other OTREC universities, the second university activity should be budgeted as a separate budget for that university.

Funding Guidelines

1. Projects should be budgeted to begin on or after October 1, 2010 and end September 30, 2011 or before.
2. Project budgets should be for one year only. Due to the nature of our federal funding, most projects should be for one year, and should be able to generate measurable results in that time. OTREC may choose to fund the first year of a high priority project that spans multiple years, but PIs must re-apply each subsequent year for new or continuing awards. OTREC may consider funding additional phases of previously awarded projects that have achieved significant results and have a high potential for deployment or scholarly products. Multi-year funding is dependent on funding availability, timely and adequate research progress and reporting on the part of the investigators, and OTREC program priorities.
3. New awards to prior investigators will depend on successful completion of prior project and timeliness of research progress and reporting.
4. OTREC reserves the right to request reductions or other changes to budgets of submitted proposals. Budgets should be conservative and cost-effective, and should follow all budget guidelines for indirect cost rates, allowable expenditures, etc.
5. OTREC awards are cost-reimbursable.

Matching Funds

All OTREC awards require 100% match from non-federal sources as a requirement of OTREC's federal funding. In addition, match funding is a good indication of local partner commitment to the project. Some federal funds will qualify as match: specifically funds under U.S.C. Title 23, Sections 503, 504(b), or 505, which refer to technology deployment, local technical assistance, state planning and research (SPR) programs and cooperative research programs managed by the Transportation Research Board, including NCHRP and TCRP. PIs should use the OTREC Budget Form to indicate match commitment. Letters of intent or other documentation of match commitment, signed by an institutional official authorized to obligate cost share, should be included with the OTREC Proposal Form; *awards will not be finalized without confirmation of the match commitment*. Sample match commitment letters can be found on the OTREC website.

Initiatives require **cash match**. Matching funds for project proposals may be cash or in-kind. Match must be used to accomplish program objectives and the purpose of the grant, and must be fully documented and carefully accounted for in the budget and final report. OTREC follows the rules set forth in OMB Circular A-110

(<http://www.whitehouse.gov/omb/circulars/a110/a110.html#23>) for the use of in-kind and cash contributions as matching funds.

11. HOW TO APPLY

Complete and submit the **OTREC Proposal Form** (Word document) and **OTREC Budget Form** (Excel spreadsheet) and submit via the OTREC website (www.otrec.us). Please do not use prior year forms. These forms will include the following:

- Proposal information (PI/Co-PI, project title, type of proposal)
- Abstract (one page maximum)
- Relevance to OTREC theme and research emphasis areas, collaboration potential
- Background – problem background, what has been done previously, relevant literature
- Project objectives
- Methodology – how project objectives will be accomplished
- Task, schedules and product – steps that will be followed in executing the methodology, timeline for completion, and research product
- Description of technology transfer plan
- Discussion of the project’s broad impacts
- Qualifications of PI(s) and research team
- Reference list
- Letters of commitment for match funding
- PI(s) Vita (follow NSF guidelines for biographical sketch, see http://www.nsf.gov/pubs/gpg/nsf04_23/2.jsp#IIC2f; include short bio, list of recent publications, scholarly activities, etc., 2 pages maximum)
- Breakdown of any subawards
- Budget (use **OTREC Budget Form**)

Complete proposals are due April 9, 2010 at 5:00 PM Pacific Standard Time. Prior approval of home university research office and matching documentation is required.

12. CONTACT INFORMATION

For further information, contact:

- Jennifer Dill, OTREC Director, 503-725-5173, jdill@pdx.edu
- Hau Hagedorn, OTREC Research Program Manager, 503-725-2833, hagedorn@pdx.edu
- Jonathan Makler, OTREC Education and Technology Transfer Program Manager, 503-725-2842, makler@cecs.pdx.edu
- Marc Schlossberg, Associate Director, University of Oregon, 541-346-2046, schlossb@uoregon.edu
- Chris Higgins, Associate Director, Oregon State University, 541-737-8869, chris.higgins@orst.edu
- Roger Lindgren, Associate Director, Oregon Institute of Technology, 541-885-1947, roger.lindgren@oit.edu

For more information about OTREC, including Strategic Plan, contact info, etc., visit

www.otrec.us.

12 PROPOSAL REVIEW AND AWARD TIMELINE

PIs who have submitted completed proposals by the application deadline of April 9, 2010 will be notified of the proposal's status in June.

PROPOSAL SUBMITTAL CHECK LIST

Please make sure the proposal and budget forms are filled out completely. Below is a checklist that will help speed up the review, decision and award process:

- Are you an existing PI? If so, are you delinquent on any previously funded OTREC projects? Make sure you submit any outstanding progress or final reports to OTREC. Outstanding project deliverables will prevent you from receiving any future OTREC grants.
- Completely fill out the proposal form. Be sure to include a final report as part of the tasks. Suggestions for non-conflict of interest peer reviewers for your proposal (#13 on the proposal form) will greatly help the review process.
- Completely fill out the budget form. Be sure to review all the instructions listed on the first worksheet of the budget template. Work with your university research office to ensure the budget is correct.
- Obtain electronic copies of match letters and include them either inside the proposal (#15 on the proposal form) or as separate uploaded files.
- Submit your proposal and budget forms through your university approval process PRIOR to the submission deadline of **April 9, 2010**. Proposals without university approval will not be considered.
- Submit your proposal (**Word 97-2003 file**) and budget (**Excel 97-2003 file**), including match commitment documentation, online by 5:00 p.m. **April 9, 2010**.