



2011-2012 OTREC REQUEST FOR PROPOSALS

www.otrec.us

Complete Proposals Due by 5:00 pm, on *March 16, 2011*

Full proposals will be peer-reviewed by at least three external reviewers. Review comments will be provided for all submittals.

NOTICE

This Request for Proposals (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 2011-12 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, 2011-September 30, 2012. 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 projects 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 (UTC) funded by the U.S. Department of Transportation's (USDOT) Research and Innovative Technology Administration (RITA), and is a partnership between Portland State University (PSU), the University of Oregon (UO), Oregon

State University (OSU) and the Oregon Institute of Technology (OIT). 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 support innovations in sustainable transportation through:

Advanced Technology, Integration of Land Use and Transportation, and Healthy Communities

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, 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 the changes to the 2011-2012 RFP. These changes include the following:

1. The research emphasis area for this upcoming year is **data-driven decision-making such as performance measures** research. This reflects the research direction locally and nationally. This priority is not at the exclusion of other thematic research areas, but proposals submitted that directly respond to this priority area will rank higher among the diverse portfolio of proposals.
2. PIs with delinquent progress or final reports and outstanding match documentation will need to submit materials by **March 31, 2011** otherwise their proposals will not be considered for funding.

3. A brief project description (1-2 paragraphs in length) is **due February 25, 2011**. This will help assist in identifying peer reviewers. The quicker topical areas can be identified, the more efficient the review process.
4. Standard budget line items totaling \$3700 should be included in every proposal for travel to present results after project completion, copy editing and report formatting, and peer review. Additional travel to conferences to present results from the project **SHOULD NOT** be included in the project budget. Only travel related to carrying out the project (e.g. travel to collect data, project meetings with sponsors, etc.) should be included.

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 March 16, 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

OTREC is looking to provide seed funding for strategic programmatic initiatives. Initiatives differ from individual projects in that they are intended to build longer-term capacity for research and education. Initiatives are intended to be bigger than one project, a single campus, and a single PI. 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.

Seed funding for initiatives is intended to assist in establishing the organizational framework and to help launch creative transportation research and education efforts. The funding is not intended to provide sustaining support. Once Initiatives are established with the help of OTREC funding, Initiatives can apply for project funding. Initiatives will need to meet the following requirements and as well as being strategically aligned with the OTREC theme and mission as determined by the Executive Committee and Board of Advisors. 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 100% cash match from Initiative partners;
- Demonstrate collaboration and cooperation 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*). OTREC research 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.

Research Emphasis Area

Each year, OTREC holds the Oregon Transportation Summit to bring together leading transportation academics and professionals in Oregon to discuss and share the latest advances on a wide range of transportation topics that support OTREC's theme. It is an opportunity to assess pressing research issues. A crosscutting need that emerged across the various conference sessions was data-driven decision-making. Proposals that meet the theme and also directly respond to this research emphasis area of **data-driven decision-making such as performance measures** research will be given priority in the final proposal selection. Given the current economic climate, the focus will be on those research projects that assist agencies in making better decisions and to help better prioritize transportation investments and policies, or technical research to that will be used in decision-making. Technology transfer projects that will assist in the practical application of research methods are encouraged.

National Issues

Each year OTREC is asked to address critical issues identified by RITA and the USDOT. These issues are on top of OTREC's theme. Proposals need to demonstrate fit with the OTREC theme first before meeting these additional critical areas. Critical national issues relate to:

Livability: One of the top priorities for the Secretary of Transportation 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/livability/101.html>). 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.

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. RITA has defined fourteen areas of research that cut across all transportation modes and support DOT's strategic goals

- [Data-Driven Decision Making](#)
- [Multimodal Intelligent Transportation Systems](#)
- [Economics](#)
- [Policy Analysis](#)
- [Energy Sustainability](#)
- [Position, Navigation & Timing](#)
- [Human Factors](#)
- [Risk-Based Analysis of Safety Issues](#)
- [Infrastructure & Materials](#)
- [System Resilience and Global Logistics](#)
- [Livability](#)
- [Transportation Implications For an Aging Population and Those with Special Needs](#)
- [Modeling & Simulation](#)
- [Travel Behavior](#)

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

- US DOT Research and Innovative Technology Administration (<http://www.rita.dot.gov/>)
- Federal Transit Administration's *Multi-Year Research Program Plan (FY2009-2013)* (http://www.fta.dot.gov/documents/FTA_TRI_Final_MYPP_FY09-13.pdf)
- ITS Strategic Plan, 2010-2014 (http://www.its.dot.gov/strat_plan/strategic_plan2010_2014/)
- U.S. Department of Transportation's *Strategic Plan* (http://www.dot.gov/about_dot.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. PIs need to submit completed OTREC proposals on-line. Research proposals will then be distributed for external peer review by at least 3 reviewers, including at least one practitioner which may include a federal representative. Proposals are also reviewed and ranked internally. The external peer-review and internal numerical scores are then used in the proposal selection process. The Executive Committee selects via consensus the final slate of proposals.

9.1 External Peer Review

Peer reviews are single-blind and reviewers will remain anonymous. Reviewers are selected from universities, local, regional, and national agencies, private sector practitioners, and other USDOT University Transportation Centers. An established procedure for reviewer conflict of interest is followed. Peer-reviewers 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 specific peer-review criteria include:

1. Intellectual merit

- What is the intellectual merit of the proposed activity?
- How important is the proposed activity to advancing knowledge and understanding within its own field or across different fields?
- How well qualified is the proposer (individual or team) to conduct the project?
- To what extent does the proposed activity suggest and explore creative and original concepts?
- How well conceived and organized is the proposed activity?
- Is there sufficient access to resources?

2. Broad Impacts

- Does the proposed activity has broad impacts?
- How well does the activity advance discovery and understanding while promoting teaching, training, and learning?
- How well does the proposed activity broaden the participation of underrepresented groups (e.g., gender, ethnicity, disability, geographic, modal, urban/rural etc.)?
- 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?
- Will the results be disseminated broadly to enhance scientific and technological understanding?

3. Budget

- Is the project budget reasonable given the tasks proposed?

4. USDOT Research Priority (for USDOT Reviewers only)

- What may be the benefits of the proposed activity to the national surface transportation research agenda? And does it satisfy the USDOT multimodal research priorities

5. Overall Rating

- Excellent: Outstanding proposal in all respects; deserves highest priority for support
- Very Good: High quality 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

Internal Criteria

Each proposal will be then be scored internally based on student support, leverage provided by matching funds, support of junior (untenured) faculty, collaboration across disciplines or campuses, past performance on OTREC projects, response to research emphasis area, and focus on transportation (e.g., will it add to the number of transportation graduates?). These criteria will also be scored numerically.

1. Supports and mentors students. Priority will be given to projects that demonstrate meaningful student involvement in the project. Examples include being research assistants, co-authoring publications, and making presentations.
2. Leveraging provided via matching funds. Priority will be given to external cash match and active in-kind match (e.g., active participation of partners in research). Projects using “back match” (e.g. match from a completed project) will be given lower priority.
3. Supports untenured tenure track (junior) faculty. Additional priority will be given to core transportation junior faculty. For example, faculty who teach transportation classes and/or whose research agenda focuses on transportation.
4. To what extent does this project support substantive and meaningful collaboration (such as more than one discipline; multiple campuses; external agency, nonprofits, private industry, other state/country; or Region X Consortium)? Priority will be given to demonstrated collaboration. Collaborative proposals should clearly describe the structure of the collaboration, the management and decision-making process, and justify the need for collaboration on the proposed research.
5. Past performance on OTREC or other UTC projects (on time reporting, etc.), likelihood of successful completion, potential for technology transfer. Proposals from PIs with completed projects and outstanding final reports will not be reviewed.
6. Proposal responds to research emphasis area (see Section 6) and also fits the OTREC theme. Priority will be given to proposals that address the research emphasis area in Section 6.
7. To what extent transportation is the focus of the proposal? Priority will be given to projects that primarily relate specifically to a transportation topic. Projects where transportation is a secondary focus will receive lower priority.

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. These reports will support OTREC's semiannual reporting to RITA. Reports must provide detailed information regarding progress 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. Travel funds in the amount of \$2500 per proposal will be provided by OTREC to be used for sharing and presenting results at conferences or similar opportunities up to two years after project completion.

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 will be peer-reviewed during a two-month review process. OTREC will send the draft final research report to at least two peer-reviewers. 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. 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.

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 as 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.

11. 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. Each proposal should include a travel budget of \$2500. This travel budget will be administered by OTREC and will be available to PIs up to two years after completion of their project to support presentations of research 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, 2011 and end September 30, 2012 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 submit adequate 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 including \$3700 fixed-project expenses (conference travel, copy editing and peer review) 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 **100% cash match**. Matching funds for all other 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.

12. 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
- Suggested reviewers
- Letters of commitment for match funding and explanation of matching funds
- 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 justification
- Budget (use **OTREC Budget Form**)

Complete proposals are due March 16, 2011 at 5:00 PM Pacific Standard Time.
Prior approval of home university research office and matching documentation is required.

13. 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.

14. Proposal Review and Award Timeline

PIs who have submitted completed proposals by the application deadline will be notified of the proposal's status at the end of May.

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:

- Did you submit your 1-2 paragraph proposal description by **February 25, 2010**?
- Are you an existing PI? If so, are you delinquent on any previously funded OTREC projects? Make sure you submit any outstanding progress, final reports, and match documentation to OTREC by March 31, 2011. 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.
- Completely fill out the budget form and budget justification 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 upload files separately.
- Submit your proposal and budget forms through your university approval process PRIOR to the submission deadline. Proposals without university approval will not be considered.
- Submit your proposal (**Word file**) and budget (**Excel file**), including match commitment documentation, online by 5:00 p.m. **on March 16, 2011**.
- Submit by **March 31, 2011** any draft final reports, mid-term and final progress reports, and/or match documentation for projects ending September 30, 2010. Proposals submitted with outstanding deliverables will not be considered for funding.

2011 OTREC RFP IMPORTANT DATES

The following are the important dates to remember for OTREC RFP.

RFP Activity	Deadline
Issue Notice of RFP timeline	Dec 17, 2011
Issue RFP	Jan 12, 2011
ODOT RAC Stage 2 Project Selection	Feb 24, 2011
OTREC Proposal description (1-2 paragraphs) for assigning peer reviewers due	Feb 25, 2011
OTREC Proposals Due	Mar 16, 2011
Outstanding reports & products due	Mar 31, 2011
Peer Review	Mar 23- May 13
Analyze reviews and develop draft Recommendation	Week of May 16
Executive Committee Meeting	Week of May 23