Educational Proposal Template and Guidelines

Center for Transformative Infrastructure Preservation and Sustainability,   
Region 8 University Transportation Center

*Revised: 4/6/2025*

These guidelines cover activities other than conferences, workshops, and research projects. Examples include: (1) the development of a new course; (2) the spin-off of a distance learning module from an existing course; (3) the development of a new online certificate; (4) STEM-related activities designed to increase participation in science, technology, engineering, or mathematically-oriented programs with a special emphasis on transportation; and (5) adding transportation content to existing courses.

CTIPS proposals will be submitted online. Before completing the online form, fill out the proposal template *(attached below)*. Do NOT attempt to re-create the template, as that may lead to the back-end formatting being lost. You will be asked to upload the completed template and be required to provide the following information:

|  |  |
| --- | --- |
| Abstract | In paragraph format, provide a brief and objective summary (limited to 200 words) of the project. |
| Marketing Photo | Upload a photo *(NOT a diagram, graph, logo, illustration, figure, or bio photo)* that is pertinent to the project. Photos should be high-resolution and we must have permission to publish them. Note that photos copied from websites are typically low resolution and cannot be used without permission. |
| Potential Peer Reviewers | If the intent is to develop a new course, the academic committees that will review and approve the proposed course should be listed. For new course proposals, no further reviews are necessary. If, however, the proposal envisions activities that are not subject to college, graduate council, and/or university senate reviews, the contact information for at least three peer reviewers who are qualified to review and critically assess the proposal must be listed. For proposals that envision the development of courses or modules that will be offered for university credit, the reviewers may include faculty from other CTIPS universities.  For each reviewer, provide the complete contact information, including the person’s name, position title, organization, and email address. Peer reviewers cannot have conflicts of interests, such as possibly benefiting, personally or professionally, from the proposed project. Peer reviewers may include professionals at federal, state, metropolitan, or local agencies, as well as university and private-sector researchers. At least three completed reviews are required for a proposal to move forward in the assessment process. Consequently, submitting more than three names may expedite the time frame for approval in the event of one or more nonresponsive reviewers.  Make sure peer reviewers are aware that they will receive a request to review the proposal. The request will come from “ndsu‑qualtrics@qualtrics-survey.com” and indicate the proposal title and the name/email of the main project contact. |
| Subject Areas | Select 1 to 4 categories *(listed in the online proposal form)* that best describe the proposed project. |

Once submitted through the online form, your proposal will be routed to your university director for an initial approval and then CTIPS will verify that the proposal meets the grant deliverables and reporting requirements before it is sent to peer reviewers (if applicable). Peer review responses will be emailed to you, your university director, and CTIPS as they are completed. Once enough peer reviews are completed, your university directory will decide whether to fund the project. You and CTIPS will be notified of the final decision and, if funded, a project number will be assigned.

USDOT Strategic Goals

The research priorities, objectives, and strategies described in this [RD&T Strategic Plan FY 2022-2026](https://www.transportation.gov/rdtstrategicplan) support and are aligned with strategic goals of the U.S. Department of Transportation (USDOT), as established in the [USDOT Strategic Plan for FY 2022-2026](https://www.transportation.gov/mission/us-dot-strategic-plan-fy-2022-2026). The strategic goals are as follows:

* **Safety** – Make our transportation system safer for all people. Advance a future without transportation-related serious injuries and fatalities.
* **Economic Strength and Global Competitiveness** – Grow an inclusive and sustainable economy. Invest in our transportation system to provide American workers and businesses reliable and efficient access to resources, markets, and good-paying jobs.
* **Transformation** – Design for the future. Invest in purpose-driven research and innovation to meet the challenges of the present and modernize a transportation system of the future that serves everyone today, and in the decades to come.

CTIPS Regional Center Proposal

The CTIPS Regional Center Proposal on Preserving the Existing Transportation System listed four “Proposed Research Activities” on pages 6-11. You are required to indicate where your proposal best fits within those activities. The CTIPS Regional Center Proposal can be obtained through your university director.

Institutional Review Requirements

If the proposed project involves surveys or observations of human or animal subjects that would trigger institutional reviews, it is the proposer’s responsibility to ensure that these university review requirements are met. An assurance may be requested if the project is selected for funding.

*Proposal template starts on next page*

*Please delete pages 1 to 3 before uploading the template to the online submission process.*



# Project Title

*CTIPS-### – Full Project Description*

*Approved #/#/####*

Note the “Project Title” above is limited to 20 words. Provide a title that is descriptive of the project and includes key terms. Titles should be written in title case.

## University

List CTIPS universities involved in the proposed project. It is highly encouraged to collaborate with other universities in the consortium (CTIPS) on project proposals.

Example:

University of Utah

United Tribes Technical College

## Principal Investigators

If the project is a multi-university proposal, list a principal investigator from each university. For each principal investigator, include name, ORCID number, university affiliation, title, email address, and phone number. Example:

Jane Doe, Ph.D.

Professor

Dept. of Civil and Environmental Engineering

University of Utah

Phone: (999) 999-9999

Email: jane.doe@utah.edu

ORCID: 0000-0000-0000-0000

***Note:*** the online form will also ask for a short bio paragraph (limited to 50 words), link to university bio (if available), and high-resolution photo for each PI. That information should not be included here.

## Description

Describe the proposed activities and how they relate to workforce force development and/or the goals of offering a multidisciplinary multimodal transportation education curriculum. If appropriate, a syllabus may be attached.

## Project Objectives

Provide a clear statement of the project objectives as to why you need to create, change, convert, or plan a STEM activity at your university. At least some of the objectives must be measurable—i.e., at the conclusion of the project, it must be possible to ascertain whether the stated objectives have been achieved.

***Note:*** the online form will ask for a list of individual project objectives to be addressed. Each list item (aka objective) is limited to 30 words.

## Relevance to Strategic Goals

Select one (1) USDOT strategic goal (Safety; Economic Strength and Global Competitiveness; Transformation) that is primarily addressed by the proposed project. You also have the option to select one (1) secondary strategic goal related to the project.

Describe how the project and expected outcomes/impacts relate to the selected goal(s). Also, describe how the project engages in breakthrough, advanced, or transformative research.

***Note:*** Please do not reference the CTIPS Regional Center Proposal here. That information is collected in the online submission form and is for internal use only.

## Outputs through Technology Transfer

The results of the work performed. Describe information, technology, processes and other information that will be taught to students who will be the next generation of transportation professionals. The outputs could include new courses, educational laboratory practices, instructional material, teaching techniques, instructional modeling software, video and other electronic teaching aids, etc. Also describe any new partnerships outside of the UTC consortium that may be established or have been established to assist in integrating new technology and techniques into educational programs.

## Expected Outcomes and Impacts

Describe the expected outcomes/impacts, not only in terms of the courses, modules, or development activities offered, but their long-term impacts in terms of strengthening educational and workforce development programs. How will students be better prepared to face emerging transportation challenges and opportunities.

## Work Plan

Provide a description of the major tasks or steps in the project, along with an expected timeline. The tasks should be numbered with an expected completion date assigned to each one. Instead of calendar dates, the timeline should be expressed in months from the starting date. Typically, a work plan includes steps such as the completion (and testing) of questionnaires, lab tests, field tests or data collection efforts, input or focus group meetings, and critical steps such as the initial runs and calibrations of models but in this case describes the steps needed to meet the objective. A course description, STEM activity description or other milestone events should be included, as well as a technology transfer plan that describes the means at which the final product will be delivered.

## Project Cost

Total Project Costs: $

CTIPS Funds Requested: $

Matching Funds: $

Source of Matching Funds: Include organization/university name

(if match comes from multiple organizations/universities, list the match amount provided by each)

List all agencies expected to contribute funds or in-kind resources to the project. CTIPS proposals require at least a dollar-for-dollar match. Note that other federal funds (e.g., federal funds other than UTC funds) cannot be used as match, except for state planning and research funds and LTAP funds, which are eligible under exclusionary provisions of the authorizing legislation. The definition of “non-federal funds” is based on the original source of funds.

## References

Enter all references to your project statement. If no references, this section can be removed.