**Award Acceptance Letter**

**Center for Transformative Infrastructure Preservation and Sustainability (CTIPS)**

A USDOT University Transportation Center (UTC)

Dear Principal Investigator, *Dr.* ,

Congratulations, your proposal “*CTIPS# and Project Title*” has been reviewed and recommended for funding through CTIPS. Reporting requirements for this project from the project inception through the end date are as follows:

1. Please keep in mind that this project requires a minimum of 100% non-federal match commitment. The source and matching funds must be tracked closely and reviewed monthly by the PI.
2. Please document and summarize the project information and project in a timely manner. Such information will be required every six months for the center semi-annual progress and performance indicator reports.
3. Any work deliverables stated in the proposal are due on or before the end date specified in the *Your University* routing. You are responsible for tracking the project deliverables and timelines.
4. As stated in the UTC grant deliverables and requirements, a final report for each research project conducted with CTIPS funding including matching funds is required to be posted on the CTIPS website and indexed and abstracted in the TRB’s Transportation Research International Documentation (TRID) Database. The final research report must give a complete description of the problem, approach, methodology, findings, conclusions, and recommendations and must completely document all data gathered, analyses performed, and results achieved. The PI is required to submit the final report no later than 30 days after the project’s end date to CTIPS through the center submission portal.
5. The PI is required to submit the final report if used any of the project funds from its start data regardless of the PI’s future status at *Your University*.
6. When requested by CTIPS, the PI is required to submit any information related to the above-mentioned projects such as data, graphs, photos, etc. with no limitation in use by CTIPS.
7. The PI must follow all requirements and limitations of the UTC funds as specified by USDOT. Region 8 CTIPS schedule of deliverables/reporting requirements is listed below in this document.
8. The CTIPS grant end date is November 30, 2030. All funds, project work and final report should be completed by the end date of this grant.

In conclusion, as the PI for the abovementioned project, you are fully responsible for meeting all reporting and general requirements listed above and in the UTC contract, and submitting all deliverables as indicated in your proposal. If the abovementioned requirements are not met, the CTIPS Director or the CTIPS-*Your University* Director reserves the right to cease funding of the respective project.

Sincerely,

CTIPS-*Your University* Director

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|  | PI, please sign, date, and return a signed copy of this form to *Your University*-CTIPS Director |  |
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| I, , the PI of the abovementioned project funded by CTIPS, have read, understand, and agree to the terms and conditions of this award.  PI Signature: Date: | | |

Center for Transformative Infrastructure Preservation and Sustainability (CTIPS) – Region 8 UTC

# Schedule of Deliverables / Reporting Requirements

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| Deliverables/Reports | Period Covered | Date due to NDSU |
| Semi-Annual Progress Report #3 | 10/1/24-3/31/25 | 3/31/25 |
| Semi-Annual Progress Report #4 | 4/1/25-9/30/25 | 9/30/25 |
| 2024-2025 Performance Measures | 10/1/24-9/30/25 | 10/10/25 |
| Semi-Annual Progress Report #5 | 10/1/25-3/31/26 | 3/31/26 |
| Semi-Annual Progress Report #6 | 4/1/26-9/30/26 | 9/30/26 |
| 2025-2026 Performance Measures | 10/1/25-9/30/26 | 10/10/26 |
| Semi-Annual Progress Report #7 | 10/1/26-3/31/27 | 3/31/27 |
| Semi-Annual Progress Report #8 | 4/1/27-9/30/27 | 9/30/27 |
| 2026-2027 Performance Measures | 10/1/26-9/30/27 | 10/10/27 |
| Semi-Annual Progress Report #9 | 10/1/27-3/31/28 | 3/31/28 |
| Semi-Annual Progress Report #10 | 4/1/28-9/30/28 | 9/30/28 |
| 2027-2028 Performance Measures | 10/1/27-9/30/28 | 10/10/28 |
| Semi-Annual Progress Report #11 | 10/1/28-3/31/29 | 3/31/29 |
| Semi-Annual Progress Report #12 | 4/1/29-9/30/29 | 9/30/29 |
| 2028-2029 Performance Measures | 10/1/28-9/30/29 | 10/10/29 |
| Semi-Annual Progress Report #13 | 10/1/29-3/31/30 | 3/31/30 |
| Grant ends 11/30/2029 – If there is a one-year extension to finish up projects and send out funding, the following will then be necessary. | | |
| Semi-Annual Progress Report #14 | 4/1/30-9/30/30 | 9/30/30 |
| 2020-2030 Performance Measures | 10/1/29-9/30/30 | 10/10/30 |
| Semi-Annual Progress Report #13 | 10/1/30-3/31/31 | 3/31/31 |
| Grant ends 11/30/2029 – If there is a one-year extension to finish up projects and send out funding, the following will then be necessary. | | |
| Semi-Annual Progress Report #14 | 4/1/31-9/30/31 | 9/30/31 |
| 2020-2030 Performance Measures | 10/1/30-9/30/31 | 10/10/31 |
| Semi-Annual Progress Report #15 | 10/1/31-3/31/32 | 3/31/32 |
| Grant end with one-year extension 11/30/2030 | |  |
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# Semi-Annual Progress Report (SAPR)

Important information regarding Outputs, Outcomes, and Impacts to identify the difference between them and what we are looking for you to provide to us in the semi-annual reports regarding your project:

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| 1. **OUTPUTS:** What new research, technology or process has the program produced? |
| Research outputs are any new or improved process, practice, technology, software, training aid, or other tangible product resulting from research and development activities. They are used to improve the efficiency, effectiveness and safety of transportation systems.  Many Centers develop significant outputs other than publications. OST-R assesses and reports both publications and other products to Congress, communities of interest, and the public. |

**INSTRUCTIONS - Outputs**

List any outputs resulting from the program during the reporting period. Examples of outputs include:

* Publications, conference papers, and presentations;
* Policy papers;
* Website(s) or other Internet site(s);
* New methodologies, technologies or techniques;
* Inventions, patents, and/or licenses; or
* Other products, such as data or databases, physical collections, audio or video products, application software, analytical models, educational aids, courses or curricula, instruments, equipment, or research material.

If there is nothing to report under a particular item, state “Nothing to Report.”

*Publications, conference papers, and presentations*

Report only the major publication(s) resulting from the work under this award. There is no restriction on the number. However, OST-R is interested in only those publications that most reflect the work under this award in the following categories:

*Journal publications:* List peer-reviewed articles or papers appearing in scientific, technical, or professional journals. Include any peer-reviewed publication in the periodically published proceedings of a scientific society, a conference, or the like. A publication in the proceedings of a one-time conference, not part of a series, should be reported under “Books or other non-periodical, one-time publications.”

Identify for each publication: Author(s); title; journal; volume: year; page numbers; status of publication (published; accepted, awaiting publication; submitted, under review; other); acknowledgment of Federal support (yes/no).

*Books or other non-periodical, one-time publications:* Report any book, monograph, dissertation, abstract, or the like published as or in a separate publication, rather than a periodical or series. Include any significant publication in the proceedings of a one-time conference or in the report of a one-time study, commission, or the like.

*Identify for each one-time publication:* Author(s); title; editor; title of collection, if applicable; year; type of publication (book, thesis or dissertation, other); status of publication (published; accepted, awaiting publication; submitted, under review; other); acknowledgment of Federal support (yes/no).

*Other publications, conference papers and presentations:* Identify any other publications, conference papers and/or presentations not reported above. Specify the status of the publication as noted above.

**NOTE**: Please do not send or attach any publications, papers or presentations.

*Website(s) or other Internet site(s)*

List the URL for any Internet site(s) that disseminates the results of the research and/or program activities. A short description of each site should be provided. It is not necessary to include the publications already specified above in this section.

*Technologies or techniques*

Identify technologies or techniques that have resulted from the research activities. Describe the technologies or techniques and how they are being shared.

*Inventions, patent applications, and/or licenses*

Identify inventions, patent applications with date, and/or licenses that have resulted from the research. Submission of this information as part of an interim research performance progress report is not a substitute for any other invention reporting required under the terms and conditions of an award. For additional requirements pertaining to Patents and Copyrights, refer to *General* *Provisions of Grants for University Transportation Centers*, Section III, 12.

NOTE: Any significant outputs (other than publications, conference papers, and presentations) should also be reported to [research.hub@dot.gov](mailto:research.hub@dot.gov). Please enter “Project Outputs” in the email header along with the RH Display ID of the project, and then enter a short text description of the research product. Research outputs, outcomes, and impacts are defined in the [USDOT Research, Development, and Technology Strategic Plan FY 2022-2026](https://www.transportation.gov/sites/dot.gov/files/2023-01/USDOT%20RDT%20Strategic%20Plan%20FY22-26_010523_508.pdf).

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| 1. **OUTCOMES**: What outcomes has the program produced? How are the research outputs described in section (3) above being used to create outcomes? |
| Outcomes are the application of outputs; any changes made to the transportation system, or its regulatory, legislative, or policy framework, resulting from research and development outputs. |

**INSTRUCTIONS - Outcomes**

This component should describe ways in which the application of outputs has produced outcomes during the reporting period. Describe how research outputs are being used to create expected or actual outcomes with the understanding that outcomes can sometimes take a significant amount of time to realize.

List any outcomes resulting from the program during the reporting period. Examples of outcomes include:

* Increased understanding and awareness of transportation issues;
* Passage of new policies, regulation, rulemaking, or legislation;
* Increases in the body of knowledge;
* Improved processes, technologies, techniques and skills in addressing transportation issues;
* Enlargement of the pool of trained transportation professionals; or
* Adoption of new technologies, techniques or practices.

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| 1. **IMPACTS**: What is the impact of the program? How has it contributed to improve the transportation system: enhance safety, reliability, durability; improve transportation education; strengthen the workforce, etc.? |
| Impactsare the effects of outcome on the transportation system, or society in general, such as reduced fatalities, decreased capital or operating costs, community impacts, or environmental benefits. The taxpaying public and its representatives deserve a periodic assessment to show them how the investments they make benefit the nation. Through this reporting format, and especially this section, UTCs provide that assessment and make the case for Federal funding of research and education by demonstrating the impacts that UTC funding has had on technology and education.  USDOT uses this information to assess how the research and education programs:   * Improve the operation and safety of the transportation system * Increase the body of knowledge and technologies * Enlarge the pool of people trained to develop knowledge and utilize new technologies * Improves the physical, institutional, and information resources that enable people to have access to training and new technologies |

**INSTRUCTIONS - Impacts**

This component should describe ways in which the work, findings, and specific outputs/outcomes of the program have had an impact during this reporting period. Describe distinctive contributions, major accomplishments, innovations, successes, or any change in practice or behavior that has come about as a result of the program relative to:

* The effectiveness of the transportation system;
* Technology transfer (include transfer results to entities in government or industry, adoption of new practices, or instances where research outcomes have led to the initiation of a start-up company);
* The increase in the body of scientific knowledge; and
* Transportation workforce development.

If there is nothing to report under a particular item, state “Nothing to Report.”

*What is the impact on the effectiveness of the transportation system?*

Describe how the outcomes of research have been implemented and impacted (either positively or negatively) the operations and effectiveness of the transportation system. These impacts should be based on data collected in the assessment of the implemented outcome.

*What is the impact of technology transfer on industry and government entities, on the adoption of new practices, or on research outcomes which have led to initiating a start-up company?*

Describe ways in which research outcomes made an impact, or are likely to make an impact, on commercial technology or public use, including:

* Transfer of results to entities in government or industry;
* Instances where the research has led to commercialization of a technology or process; or
* Adoption of new practices.

*What is the impact on the body of scientific knowledge?*

Describe how findings, results, techniques that were developed or extended or other products from the program made an impact or are likely to make an impact of the base of knowledge, theory, and research and/or pedagogical methods in the principal disciplinary field(s) of the program. Summarize using language that an intelligent lay audience can understand.

How the field or discipline is defined in not as important as covering the impact the work has had on knowledge and technique. Make the best distinction possible, for example, by using a “field” or “discipline”, if appropriate, that corresponds broadly with a field of knowledge and not with departmental specializations (i.e., physics rather than nuclear physics).

*What is the impact on transportation workforce development?*

Describe how the program made an impact or is likely to make an impact on transportation workforce development. For example, how has the program:

* Provided opportunities for research and teaching in transportation and related disciplines;
* Improved the performance, skills, or aptitudes of members of underrepresented groups that will improve their access to or retention in transportation research, teaching, or other related professions; or
* Developed and disseminated new educational materials or provided scholarships; or provided exposure to transportation, science and technology for practitioners, teachers, young people, or other members of the public?

# Annual Performance Measurers

Collected for the period of October-September of each year from each University due by October 15 of that year. These will be sent out in electronic format for you to enter your information into and then it will roll up for your university director.

Number of your students participating in transportation research projects funded by this grant.

* + Undergraduate Students
  + Graduate Students

Number of your graduate students supported by this grant.

* + Undergraduate Students
  + Master's Students
  + Doctoral Students

Number of your students supported by this grant who received degrees.

* + Undergraduate Students
  + Master's Level Programs
  + Doctoral Level Programs

**Research**

* Number of faculty members involved in your UTC-funded projects.
* Number of graduate students involved in your UTC-funded projects.
* Number of peer-reviewed journal articles published by you.
* Number of peer-reviewed conference papers published by you.

**Leadership**

* Number of committees (or as friends of committees) for national organizations that you serve on.
* Number of training, technology transfer, and development events that you organized/ sponsored targeted primarily at underrepresented minorities.
* Number of conferences and workshops that you, or jointly, or collaboratively planned and delivered.

**Education and Workforce Development**

* Number of outreach events that you conducted with a focus on women or underrepresented audiences.
* Number of graduate students funded and meaningfully involved in your CTIPS programs.
* Number of faculty participating in CTIPS education and workforce development programs.
* Number of outreach events conducted for K-12 audiences by you.

**Technology Transfer**

* Number of transportation seminars, webinars, and distance learning classes, etc. conducted for transportation professionals by you.
* Number of transportation professionals participating in these events.
* Number of Tribal persons and Tribes participating in these events.
* The number of project briefs, annual reports, and newsletters published by you with CTIPS material.
* Number of research finding videos posted on platforms such as YouTube by you.