Technology Transfer Proposal Template   
and Guidelines

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

*Revised: 3/21/2024*

While conferences and workshops are not defined as research projects, they are nevertheless program activities that require a modified form of external review. The essential objectives of the review are to ensure that the proposed event meets an important need, does not duplicate another event, targets an audience that includes transportation practitioners, and will make a substantial contribution to the discussion of (and potential solution to) problems that correspond to one or more of the long-term strategic goals of the USDOT.

CTIPS proposals will be submitted online. Before completing the online form, please fill out the proposal template *(attached below)*. Please 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 | Provide the complete contact information of at least three persons who are qualified to review and critically assess the proposal, 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, universities, and private agencies familiar with the need for the proposed event. 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 the information is 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 reviewer 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.

Link to 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.

Long-Term Outcomes

The following documents provide detailed descriptions of the long-term outcomes or strategic goals of the U.S. Department of Transportation:

* [U.S. DOT Strategic Plan FY 2022-2026](https://www.transportation.gov/mission/us-dot-strategic-plan-fy-2022-2026)
* [U.S. DOT RD&T Strategic Plan FY 2022-2026](https://www.transportation.gov/rdtstrategicplan)

As a global leader in transportation, the U.S. Department of Transportation (USDOT) plays an important role in providing safe, secure, and reliable transportation to all Americans. The USDOT mission is to, “To deliver the world’s leading transportation system, serving the American people and economy through the safe, efficient, sustainable, and equitable movement of people and goods.” The U.S. DOT 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. 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.
* **Equity** – Reduce inequities across our transportation systems and the communities they affect. Support and engage people and communities to promote safe, affordable, accessible, and multimodal access to opportunities and services while reducing transportation-related disparities, adverse community impacts, and health effects
* **Climate and Sustainability** – Tackle the climate crisis by ensuring that transportation plays a central role in the solution. Substantially reduce greenhouse gas emissions and transportation-related pollution and build more resilient and sustainable transportation systems to benefit and protect communities.
* **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.
* **Organizational Excellence** – Strengthen our world-class organization. Advance the Department’s mission by establishing policies, processes, and an inclusive and innovative culture to effectively serve communities and responsibly steward the public’s resource.

In reaffirming the strategic goals, we continue to reimagine what the transportation system can be in this decade while continuing to fulfill the Department’s long-standing mission, providing support for critical federal interagency goals including preparedness and defense readiness, and setting priorities for our most important management objectives.

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.*

CTIPS-### *(Assigned by CTIPS)*

Date Approved *(Entered by CTIPS)*

**This format must be followed exactly and each category must be listed and addressed, use Times New Roman font at size 12.**

# Event Name

Provide a name (limited to 20 words) that is descriptive of the event and includes key terms. The name should be written in title case.

# Type of Event

Example:  
Conference or Workshop

# 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.

# Project Needs

What are the problems and issues that create a compelling need for the event? Why are the focus and topics of the event so critical and timely that they require the use of UTC funds? Has the conference or workshop been requested by a state, federal, or metropolitan agency? Who are the primary target audiences?

# Description

Describe the key topics the event will address, as well as its proposed location and target dates (if decided). Provide enough detail about the topic and venue to distinguish the proposed event from others in the same general category. For example, indicating that the conference will focus on climate and sustainability is not a sufficient description. Describe the uniqueness of the event’s focus and topics.

Will the event be a half-day, one-day, or two-day conference or workshop? Will it consist primarily of presentations, panels, papers, or a combination of activities? If papers and/or posters will be solicited, how will they be reviewed and selected? Has a planning committee already been established or is one being contemplated? Will papers be published at a later date in a compendium or on the CTIPS webpage? Will the event be available only on site, or will some type of virtual participation involvement?

# Project Objectives

Provide a clear statement of the event objectives as to why you need to create this event at your university. At least some of the objectives must be measurable—i.e., at the conclusion of the event, 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.

# Expected Outcomes

Describe the expected outcomes of the event. If papers and archived presentations are planned, describe how they will be retrieved and viewed. Will the event result in working plans or action items that could lead to mitigation or solutions of key problems? Will the event result in clarification of research issues and approaches, or simply in the dissemination of information?

# Co-Sponsors and Collaborators

List any agencies expected to co-sponsor the event, as well as other collaborators who may not be co-sponsors, but are expected to provide input and assistance.

# Relevance to Strategic Goals

Select one (1) USDOT strategic goal (Safety; Economic Strength and Global Competitiveness; Equity; Climate and Sustainability; Transformation; and Organizational Excellence) 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 relate to the selected goal(s).

***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.

# Work Plan

Provide a description of the major tasks or steps in the event, along with an expected timeline. The tasks should be numbered with an expected completion date assigned to each one. Instead of using calendar dates, express the timeline in months from the starting date. Typically, a technology transfer work plan should include the steps needed to meet the objectives such as the completion of surveys to determine a need, venue research, timeframe established, solicitation of working committee members, planning groups, etc. An event 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

List the amount of CTIPS funds requested, the amount of the expected matching contributions, and the sources of the matching resources, including all agencies expected to contribute funds or in-kind resources to the event. CTIPS events require at least a dollar-for-dollar match. However, 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.

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)

**Note:** If the project is selected, the budget submitted with the final proposal must indicate whether some of the program costs are being funded by registration fees and whether UTC funds will be used to provide honoraria and/or travel expenses for people who are not employees of one of the CTIPS universities. List the registration fee to be charged and the expected attendance in the budget notes. In planning conferences and workshops, remember that CTIPS funds cannot be committed to pay for costs that are not linked to the actual program or participants—i.e., a block of unused rooms or the residual of a minimum catering charge.