



Texas Research Program, RFP#1

Research & Technology Implementation Division
Texas Department of Transportation





Review of Requirements – FY 2025 RFP#1

RTI Templates & Forms for Universities

Rating Areas & Weight Scores on Proposal Review Forms

Program Milestones

Submissions

Closing Comments



- The deadline to submit proposals to RTIMain@txdot.gov is **12:00 p.m.**, Central Time, **Thursday, March 21, 2024** by the University Liaisons.
- This document supersedes the University Handbook.
- RTI will acknowledge receipt of your proposal within 24 hours of receipt by RTIMAIN, except if received during a weekend or on the actual due date.
- Only proposals from Texas state-supported colleges and universities or the United States Geological Survey (USGS) will be accepted. Partnerships with other entities will be considered only when the appropriate expertise is not available at a Texas state-supported college or university.
- A submitted proposal will not be accepted when the Principal Investigator of a Lead University has past due deliverables on any RTI project that exceeds **February 8, 2024** by thirty (30) days.



- Use the current [RTI Research Forms](#) provided on TxDOT.gov. Other versions will not be accepted.
- Proposal instructions regarding the preparation of the proposals are found within the Project Statements and on the RTI website.
- Research considerations



- Not received before the proposal deadline.
- Not submitted via email by the University Liaison.
- Not on current forms.
- Late deliverables on other project(s).
- Proposed budget or timeframe does not comply with constraints identified on the Project Statement.
- Must include all sections referenced on slide 6.

Required RTI Templates & Forms



Template / Form Name	Instructions
Project Agreement	<ul style="list-style-type: none"> • Complete all sections and note the “Performing Agency(s) Name” and “Project Statement Number” as the “Project Number” for identification purposes. • Budgets are based upon state Fiscal Year periods (ex. September thru August), rather than on a Calendar Year basis.
Exhibit A – Work Plan	<ul style="list-style-type: none"> • Review instructions carefully. • Insert Project Statement Number. • All components must be present. <ul style="list-style-type: none"> ○ Project Abstract, ○ Implementation Clause, even if “None”, include TRL from project statement. ○ Work Plan, • Assistance or Involvement by TxDOT Clause, even if “None”,
Exhibit B – Itemized Budget Estimate	<ul style="list-style-type: none"> • Complete all sections. Do not delete sections. If a section is not applicable to the proposal, state “Not Applicable”. • Insert Project Statement Number and Performing Agency(s) Name. • Under Salaries, provide the total salaries to be paid for each Fiscal Year (ex. September thru August). • Admin/Clerical line item is unallowable as a direct salary category.
Exhibit C - Project Schedule	<ul style="list-style-type: none"> • Deliverables shall not be scheduled after project termination. • Schedule adequate time to complete all tasks and deliverables within the project duration. • The Monthly Progress Reports are to be specified on this schedule.
Background and Significance of Work	<ul style="list-style-type: none"> • Describe background information that may support the proposal, including description of the significance of the research.
Research Staff and Facilities	<ul style="list-style-type: none"> • Complete and note the requirements under each section.



- Researchers are to coordinate proposal submissions to RTI through their University Liaison to ensure all requirements are met and current forms are used. Do not modify the forms or include any unrequested information.

- **Send proposals to either:**
 - **Email Address:** RTIMain@txdot.gov - Please note that messages larger than 15 megabytes (including attachments) are generally not received by TxDOT's internet email server.
 - **Box.com:** <https://txdot.account.box.com/login>. To set up a free account, select 'Individuals and Teams' from the TxDOT signup link. After uploading your PDF, share the document inviting RTIMain@txdot.gov as an Editor.



- Benefits of the proposed activity to the State of Texas Weight: 27%
 - **Innovation:**
 - Does the work plan demonstrate a novel approach of looking at the issue or problem?
 - Are the work tasks likely to expand the current state of knowledge on the issue or problem?
 - **Methodology:**
 - Is the research methodology adequately described?
 - Is the methodology sufficient to generate valid results?
 - **Success:**
 - Based on the above, will the researchers be able to achieve the goals of the project?
 - Will the project's tasks deliver practical and implementable results?
 - Are risk areas identified and details for overcoming them given?

- Proposed Tasks Weight: 27%
 - **Understanding of the Project Statement:**
 - Does the proposal clearly state the research problem, goals, and objectives?
 - Does the proposal indicate that the intent and significance of each objective in the Project Statement is understood by the research team?
 - Are all of the Project Statements' objectives addressed?
 - Does the proposal specify the problem limits?



■ Proposed Tasks, Contd.

– **Focus:**

- Are the scientific and practical concerns that shape the research methodology clear?
- Do the proposed tasks effectively address all the project's objectives?
- Is each task properly focused?
- Do the tasks appropriately restrict project scope?

– **Clarity:**

- Is the scope and intent of each task clear?
- Is the wording concise while still providing sufficient detail?

– **Products:**

- Do the proposed products meet the minimum requirements of the Project Statement?
- If a product is to be demonstrated or tested, or otherwise needs TxDOT review to be effectively finalized, will this be accomplished early enough to incorporate the results before the project terminates?
- Does each task have at least one corresponding deliverable?

■ Research Team

Weight: 20%

– **Qualifications:**

- Is the research team's background and experience recent and relevant to the project?
- Is the team size appropriate for the work to be done?
- Does the team have on hand the facilities, equipment and materials needed for the project? If not, does the proposal clearly identify the process for acquiring the facilities, equipment and materials for the work?

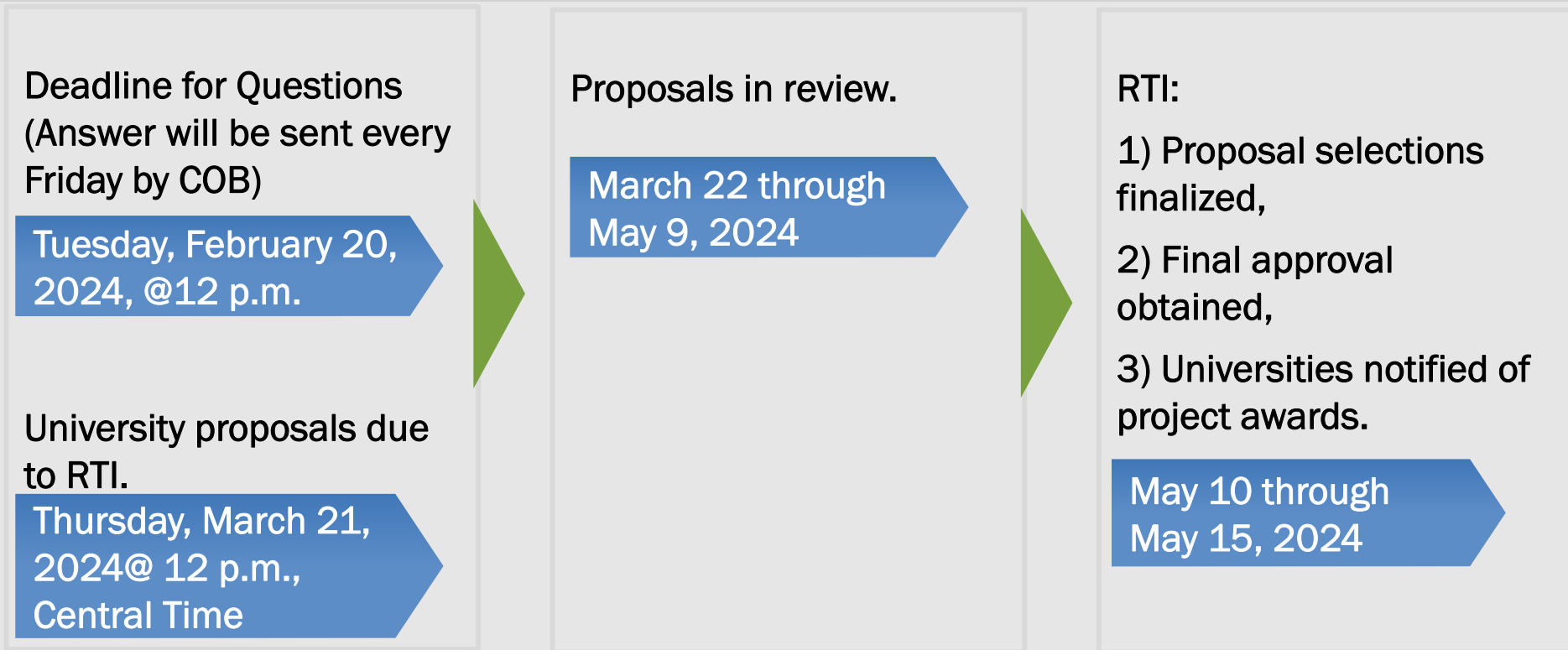
– **Effort:**

- Is the level of effort by the primary researchers sufficient for success?



- Proposed Schedule Weight: 16%
 - **Task Schedule:**
 - Is the time shown appropriate for each task? (Project Deliverables Table)
 - Is the time allocated for any task dependent on the success of a preceding task(s)? If so, does the proposal ensure the task will be completed on time?
 - **Plan:**
 - Are the critical paths identified?
 - Are the tasks logically sequenced?
 - Is it clear that the project will be well managed? Does the overall schedule show a clear likelihood of project success?
 - **Project Duration:**
 - Will the proposed schedule produce an answer/product soon enough to be useful to TxDOT?

- Proposed Budget * Weight: 10%
 - **Estimate:**
 - Is the estimated budget for each task reasonable?
 - Are the projects facility, equipment and material needs fully budgeted?
 - If the budget relies upon specific TxDOT or other support for success, is that support reasonable and likely to be available?



- All dates are approximate and subject to change.



Universities begin work on projects in FY2025: Anticipated Start Date is Sept 1, 2024.



- Questions must be submitted in writing to RTIMAIN@txdot.gov.
- RTI will respond to questions on a weekly basis (COB Fridays) during the Q&A period. The responses will be sent to each University Liaison for distribution within the university.
- DEADLINE to submit proposals is 12:00 p.m, Central Time. Please ensure your proposals are received prior to deadline. This will be strictly followed with NO EXCEPTIONS. 12:01 will be considered late and the proposal will NOT be accepted.

Thank you for your interest!

Good Luck With Your Proposal Preparation!