

**FY10 RESEARCH RFP AND FUNDING PROCESS
DRAFT 6 – 01 -09**

CALENDAR YEAR 2009	ACTIVITY	RESPONSIBILITY
March	Knowledge Building - LRRB	CTS/LRRB
April to August	Focus groups/ problem statement solicitation.	RSS
May	LRRB solicits Minnesota Cities and Counties for Research Ideas	RSS
June 2-3	LRRB discusses Problem Statements and Knowledge Building Priorities for upcoming RFP.	LRRB
July 8	Knowledge Building Priorities Workshop at Mn/DOT Training Center Arden Hills	CTS/LRRB
Monday, July 27	Mn/DOT Materials Office provides “intent to respond” information to RSS.	Mn/DOT Materials Office
Wednesday, July 29	Mn/DOT strategic vision, road maps and problem statements available on RSS website for U of M and MnSCU Faculty	RSS
Monday, August 3	CTS issues RFP to U of M and RSS issues RFP to MnSCU researchers.	CTS, RSS
Friday, September 4	Researchers inform CTS and MnSCU Office of Chancellor indicate intent to respond to Mn/DOT or LRRB problem statements.	PIs, CTS, MnSCU
Wednesday, September 9	CTS/MnSCU provides “intent to respond” information to RSS.	CTS, MnSCU
Wednesday, September 9	RSS solicits proposals from other universities and researchers.	RSS
Monday, October 12	Proposals due to CTS, MnSCU Office of Chancellor and RSS for Mn/DOT Materials Office at 4:30 p.m.	PIs (incl. Mn/DOT Materials Office)
Wednesday, October 14	Proposals delivered to RSS from CTS, MnSCU and other universities (CDs, e-mail... as PDFs preferred).	CTS, MnSCU, Other Universities
Monday, October 19	Proposals (on web) sent to LRRB members to vote on which proposals they would like presented at Dec meeting.	RSS
Wednesday, October 21	Proposals sent to Mn/DOT offices and districts for review.	RSS
November 2009	Identify proposals that may be of interest to Mn/DOT NTREC.	CTS
Wednesday, November 11, 2009	LRRB due date for voting on proposals to be presented at December LRRB meeting.	LRRB
Monday November 16	LRRB video conference to review top proposals and select proposals to be presented at Dec. LRRB meeting.	LRRB
Thursday November 20	Mn/DOT Transportation Research and Innovation Group (TRIG) video conference to review top proposals and select proposals to be presented for funding decision	RSS
Late November	Invitations sent out to selected PIs to present their proposals at December LRRB meeting and to Mn/DOT.	RSS, CTS, MnSCU
December	Mn/DOT Office proposals rating due to RSS.	Mn/DOT Staff, RSS
December 9 – 10	LRRB meeting to select projects, UofM and Mn/DOT Bridge Office, Oakdale MN.	LRRB
Early December	ITS Institute Local Proposal Screening Committee meets to rate proposals.	CTS

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December ?? – January 08	Mn/DOT rates proposals and invites PIs of highly rated proposals to present to Mn/DOT technical staff	TRIG, RSS, PIs
Late January	ITS Institute Selection Committee proposal review and funding recommendation meeting (could be done before TRB if panel is determined in time).	CTS
Early February	RSS completes packet of recommended projects for funding.	RSS
Early February	Mn/DOT Senior Management Team recommends projects for funding.	RSS
Mid February	Commissioner’s staff reviews recommendations and makes final project selection for funding.	RSS, Comm. Staff
Mid February	Meeting to finalize ITS Institute funding decisions.	CTS
Mid February	ITS Institute Board meeting.	CTS
Late February	Letters of ITS Institute/MnDOT/LRRB funding notification sent to PIs	CTS
Late February	CTS Executive Committee approval of ITS Institute funding recommendations.	CTS
February - May	Research project kickoff sessions.	RSS/CTS, PIs of selected projects
Summer	Principal Investigators submit work plans and projects begin after contracts are executed.	RSS/CTS