

INV 675: Research Services Section

History:

RSS is currently funded at \$130,000 per year from the LRRB. The last increase in LRRB funding to RSS occurred in 2006, with the addition of \$10,000 to the existing \$120,000.

The following are the services that are provided to the LRRB:

- Administrative Liaison for 50 LRRB funded research projects
- Proposal coordination and development
- Contract and amendment processing and processing contract invoices
- Final report publishing coordination, including brochure/CD/DVD publishing and bid coordination

RSS also provides the following services to the LRRB:

- LRRB quarterly meeting preparation
 - agenda creation
 - scheduling the meetings
 - determining food and creating purchase requests
 - creating specifications for bids for meeting rooms, hotel rooms, and food
 - presenter coordination
 - creation of meeting books
 - creating the budget, conference lists, INV999 tracking
 - writing meeting minutes
 - ordering plaques and creating thank you and welcome letters
 - Proposal coordination
- Coordinating Roadmap process
- Meet with the Office of Materials Lab quarterly and maintaining tracking spreadsheet
- Meet with CTS regularly to review contracts and discuss process improvements
- LTAP project coordination, including getting into STIP program book, PPMS, creating federal authorization
- RIC program and meeting coordination
- Travel coordination for LRRB contracts
- Administrative Liaison for Outreach task
- Innovation Update work
- Printing of manuals, brochures, meeting books, and strategic plan books through Mn/DOT's reprographics

Request for FY2010:

New services that RSS are providing:

- In 2008 19 Technical Synthesis reports were created for LRRB projects. Each costs \$1,800. Therefore, the total spend was \$34,200 and we did not use LRRB funding to fund these. Currently there are 50 active LRRB projects, approximately lasting 3 years. Therefore, the total cost would be \$90,000 over 3 years or \$30,000 per year; paid by the State Planning and Research funding.
- RSS is creating the LRRB Program book. Two years ago Darlene Gorrill was paid \$1,800 to create the 2007 LRRB Program book.
- Travel coordination for LRRB conferences has increased in time. New procedures for LRRB Travel were created due to the new travel rules.
- Annual report was created and contains LRRB funded projects. The total cost of the 2008 Annual report was \$13,222 for a consultant to create. In the future, the annual report will be created by RSS staff.

The LRRB has funded \$130,000 per year to RSS for two positions. Due to salary increases, two positions now average \$166,000 (Alan Rindels and Carole Wiese's salaries).

Technical Synthesis Reports	\$30,000
LRRB Program Book	\$1,800
Travel Coordination	
Annual Report	\$6,611
Increase in Salaries	\$36,000
Total	\$74,411

The total increase in new services that RSS are providing to the LRRB is \$74,411, but we are only asking for an increase of \$30,000 for FY2010; for a total of \$160,000.