

**FY10 RESEARCH RFP AND FUNDING PROCESS
DRAFT 6-18-08**

| CALENDAR YEAR 2008 | ACTIVITY | RESPONSIBILITY |
|----------------------------|---|--|
| April | CTS Research Councils Brainstorm Research Needs. | CTS |
| April to August | Focus groups/ problem statement solicitation. | RSS |
| June | LRRB discusses Problem Statements and Knowledge Building Priorities for upcoming RFP. | LRRB |
| Monday, July 25 | Mn/DOT Materials Office provides “intent to respond” information to RSS. | Mn/DOT Materials Office |
| Friday, August 1 | Mn/DOT strategic vision, road maps and problem statements available on RSS website for U of M and MnSCU researchers. | RSS |
| Wednesday, August 6 | CTS issues RFP to U of M and RSS issues RFP to MnSCU researchers. | CTS, RSS |
| September 8 | Researchers inform CTS and MnSCU Office of Chancellor indicate intent to respond to Mn/DOT or LRRB problem statements. | PIs, CTS, MnSCU |
| September 10 | CTS/MnSCU provides “intent to respond” information to RSS. | CTS, MnSCU |
| September 11 | RSS solicits proposals from other universities and researchers. | RSS |
| Monday, October 20 | 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) |
| Thursday, October 23 | Proposals delivered to RSS from CTS, MnSCU and other universities (CDs, e-mail... as PDFs preferred). | CTS, MnSCU, Other Universities |
| Monday, October 27 | Proposals (on web) sent to LRRB members to vote on which proposals they would like presented at Dec meeting. | RSS |
| Wednesday, October 29 | Proposals sent to Mn/DOT offices and districts for review. | RSS |
| November | Identify proposals that may be of interest to Mn/DOT NTREC. | CTS |
| Monday, November 10 | LRRB due date for voting on proposals to be presented at December LRRB meeting. | LRRB |
| Tuesday, November 17 | LRRB video conference to review top proposals and select proposals to be presented at Dec. LRRB meeting. | LRRB |
| Late November | Invitations sent out to selected PIs to present their proposals at December LRRB meeting. | RSS, CTS, MnSCU |
| December 4 | Mn/DOT Office proposals rating due to RSS. | Mn/DOT Staff, RSS |
| December 10 - 11 | LRRB meeting to select projects. | LRRB |
| December | Letters of LRRB funding notification sent to P.I.s. | CTS/LRRB |
| Early December | ITS Institute Local Proposal Screening Committee meets to rate proposals. | CTS |
| December 07 – January 08 | Mn/DOT rates proposals and invites PIs of highly rated proposals to present to Mn/DOT technical staff | RSS, PIs |

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| January 11-15 | TRB | CTS/RSS |
| 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 and MnDOT funding notification sent to PIs | CTS |
| Late February | CTS Executive Committee approval of ITS Institute funding recommendations. | CTS |
| March | 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 |