GEORGIA DEPARTMENT OF TRANSPORTATION

OFFICE OF RESEARCH

RESEARCH AND DEVELOPMENT BRANCH

**GUIDELINES FOR PREPARATION OF RESEARCH PROPOSALS**

A. Proposal Format

Cover Page

The cover page shows the Organization, herein referred to as “research agency”, proposing the research, complete address, Title of Project, Principal Investigator(s), phone numbers, email addresses, estimated cost, and estimated time to conduct.

Introduction

A clear description of the problem including any additional information needed to understand the problem.

Objectives

A clear and concise statement for the specific research objective(s). The objective is typically the reason for conducting the project and/or the expected final outcome or product.

Work Plan

How the work will be done typically under identified tasks, and the individual tasks’ objectives that are to be accomplished. Meetings with GDOT will be identified in the Work Plan at appropriate milestones. At GDOT’s discretion, a quarterly or special report may be accepted in lieu of a milestone meeting.

Significance of Research

Significance of the research and benefits to the Department that are expected.

Deliverables

All specific deliverables shall be listed under a heading within the proposal generally before the Schedule and Budget, and related to the work plan’s principal activities. Dates for deliverables shall be included and related, not by calendar date, but in terms of months (half-month increments, as needed) within the total project schedule or as related to a specific work activity milestone, e.g. start or completion. A Draft and Final Report must be included as a deliverable. Any interim reports or special milestone reports, as applicable, should be noted as deliverables. A project information flyer, single page and in GDOT format to be provided, must also be included as a deliverable.

Implementation

A section on how the results will be put into practice should be included. As applicable an outline implementation plan will be provided for post-project use.

Budget Estimate

The estimated total project cost must be included in the proposal and itemized on budget sheets. The text preceding the budget sheets must contain a declarative sentence stating, “The total project cost is $x.xx” (cost in dollars and cents, even if .00).

The project budget should be itemized in accordance with the following budget categories, as appropriate. Other categories may be added, if necessary.

1. Salaries and Wages: Percentage of time and actual salary rate per hour, month, or year for each employee directly involved on the subject project.
2. Fringe Benefits: Cost and rate percentage for applicable staff working on the subject project.
3. Equipment:
4. Purchase - all items with a value of $5,000.00 or more required for the conduct of research.
5. Rental - all major items and rental rate.
6. Materials and Supplies: Materials, supplies, and other miscellaneous items not covered elsewhere in the budget.
7. Travel Expense: Transportation costs plus reasonable actual subsistence expenses (or an allowance in lieu of actual subsistence costs) of persons working directly on the subject project. Any expected out-of-state or foreign travel should be identified and included.
8. Subcontracts: Name and cost of all subcontracts, as applicable, shall be shown individually and as single sum.
9. Overhead: The official overhead and shown rate, as determined in accordance within the research agency.

The estimated total project cost shall be represented by separate budget estimate sheets also itemized for each specific work plan activity or major task. The sums of the partial costs and itemizations of the individual task budget sheet amounts shall match the total project cost and itemization budget sheet.

Work Plan Schedule

A detailed work plan schedule showing the principle activities, milestone meetings, and time schedule must be included. Months should be represented by numbers and not calendar names. The text preceding the work plan schedule must contain a declarative sentence stating, “The total project duration is xx (number) months.”

Support Required from GDOT

If any assistance such as data, equipment, or personnel will be needed or desired from GDOT, describe in detail the GDOT work or support element.

B. Submittal

The proposal should be submitted electronically to:

David M. Jared, P.E.

Georgia Department of Transportation

Office of Research

[djared@dot.ga.gov](mailto:djared@dot.ga.gov)

The proposal will be forwarded to the appropriate GDOT office head(s) for approval. GDOT may elect to require changes to the submitted proposal.