

GUIDELINES FOR PREPARATION OF RESEARCH PROPOSALS

A. Proposal Format

The research proposal should include the following elements (with possible variations in naming protocol and organization):

Cover Page

- Title of project proposal
- Research agency and complete address
- Proposal date
- Principal Investigator(s): name(s), phone number(s), and email address(es)
- Proposed contract period
- Total contract amount
- Funding agency
- GDOT supporting office(s)
- Submitted to (see [B. Submittal](#))

Introduction

An overall statement of the research topic, state-of-practice, problems, goals, and objectives.

Problem Statement and Literature Review

A clear description of the problem, including any additional information, e.g. literature review, needed to understand the problem and the state-of-practice confirming the need for the research.

Goals and Objectives

A clear and concise statement of the general research goals and specific objective(s). These are the expected outcomes to address the problem(s) mentioned in the Introduction.

Significance of Research

A statement of the direct and indirect benefits that are expected from conducting the research to GDOT and, as applicable, to other stakeholders and parties. Quantified costs and benefits, where possible, are expected.

Work Plan and Schedule

The Work Plan is a concise description of specific tasks to accomplish the Goals and Objectives. Meetings with GDOT at appropriate milestones must be identified in the Work Plan. At GDOT's discretion, a quarterly or special report may be accepted in lieu of a milestone meeting.

The Work Schedule is a chart showing the principle activities, milestone meetings, and due dates of deliverables. Months are represented by ordinal numbers, *not* calendar names. The text preceding the Work Schedule must contain a declarative sentence stating, "*The total project duration is xx (number) months.*"

Summary of Deliverables

Specific deliverables are listed under each task with due dates within the [Work Schedule](#) duration. A draft final and final report must be included as deliverables; quarterly progress reports are mandatory

for all GDOT research projects, but it is not necessary to show them as deliverables in the proposal. Other possible deliverables include memos, technical guidance, project flyer/poster, and workshop materials.

Implementation

Detailed description of how the research outcomes could be put into practice by GDOT. An outline implementation plan will be discussed at the pre-proposal meeting and finalized, as much as possible, at the project kickoff meeting.

Budget Estimate

The budget estimate must include two parts: declarative text stating “*The total project cost is \$x.xx*” (cost in dollars and cents), and the itemized budget sheet containing the following budget categories, as applicable:

Salaries and Wages: Percentage of time and actual salary rate per hour, month, or year for each employee directly involved on the project.

Fringe Benefits: Cost and rate percentages for applicable staff working on the project.

Equipment Purchase - All items with a value of \$5,000.00 or more required for the conduct of research.

Rental - All major items and rental rate.

Materials and Supplies: Materials, supplies, and other miscellaneous items not covered elsewhere in the budget.

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.

Subcontracts: Name and cost of all subcontracts, as applicable, shall be shown individually and as a single sum.

Overhead: The official overhead rate, as determined within the research agency.

Support Required from GDOT

Detailed description of any assistance that will be needed from GDOT, e.g. data, equipment, personnel, or traffic control.

References

References for the information cited in the proposal.

B. Submittal

Please submit the proposal electronically to:

Supriya Kamatkar

*Assistant Office Head/ Research Section Head
Office of Performance-based Management & Research*

*Georgia Department of Transportation
skamatkar@dot.ga.gov*

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