



METRANS NCST Proposal Template

Proposal

Title: [Enter title]

Theme:

Topic Area:

Caltrans Topic (if applicable)

PI: [PI Name, Affiliation]

Mailing Address: [PI]

Email: [PI]

Phone: [PI]

Co-PI: [Co-PI(s) Name, Affiliation]

Will this proposal be submitted elsewhere, or are you currently receiving funding in the same area of research? [**yes or no**]

[**Document style:** 1-inch page margins, 11 or 12 point font, Calibri or Times New Roman, single-spaced, page numbers on bottom right.]

Abstract

Less than one page.

Description of Proposed Research

The description of the proposed research must include the following subheadings:

Project Purpose

Give a brief description (no more than 1 page) of the problem the project will address and state the goals of the project in relation to this problem. For collaborative projects, explain the purpose and value of the collaboration. If this proposal builds upon completed research or phases, state so and explain how this project will expand that research.

Relevance to the Theme of NCST:

Briefly describe how achieving the goals of the project will help to improve the sustainability of the transportation system. No more than a half-page.

Methodology/Scope of Work

Give an overview (2-2.5 pages) of the methodology and key features of the approach in sufficient detail that reviewers can evaluate your approach.

Include the following:

- If the study relies on existing data, describe the data to be used and its sources.
- If the study involves original data collection, explain the methods for collecting data, including site selection, sampling, and measurement methods (e.g., observations, surveys).
- If the study involves the development of a model, explain the process for developing as well as validating the model.
- If the study involves the application of a model, explain the nature of the model in terms of inputs and outputs as well as its internal workings (briefly, in easily understandable terms).
- If the study involves scenario testing, explain the process for defining the scenarios.

Task Descriptions and Deliverables

Provide a title and detailed descriptions of each of the distinct tasks of the project. Include a Task Schedule using the table provided below. Additionally, describe the deliverables of the project. Keep the following in mind as you fill out this section:

- Compliance with the project’s data management plan must be included as a task and sufficient time allocated to complete the task.
- For collaborative proposals, provide a clear explanation of which tasks will be completed by which partner (university), and indicate the degree to which tasks are dependent on each other; please use a table to present this information.
- At minimum, a draft and final white paper or report and a two-page Policy/Research Brief are required. Two-year proposals must specify a stand-alone deliverable due at the end of Year 1.

Task Schedule

Identify the term of performance for each task, assuming an August 16, 2019 start date.

Task	From	To	Deliverable
1	dd/mm/yy	dd/mm/yy	
2	dd/mm/yy	dd/mm/yy	



Expected Research Product and Contribution to Practice

Provide a statement on the expected research product and its contribution to practice.

Data Management Plan

Describe how the PI will comply with the NCST Data Management Plan (DMP). The DMP is available at: <https://ncst.ucdavis.edu/research/data-management/>

Qualifications

State the research team's relevant skills and experience that will help ensure success.

Budget Justification

Identify and provide justification for all planned travel and supply expenses. A strong justification should be provided for unusual expenses, e.g., equipment. The extent of student involvement should be clearly stated.

References

List of citations.

Appendices

Include **1) one-page budget** (refer to the [original RFP](#) for detailed budget instructions), **2) letters of participation** or match funding commitment, and **3) short bios** for all investigators that includes a list of recent (past five years or less) publications and funded research projects (two-page maximum).