K-State University Transportation Center (KSUTC)  
Project Solicitation Process and Schedule

General

With the following exceptions, the KSUTC research project solicitation process and schedule is identical to the K-TRAN (KDOT) process and schedule, as described in the K-TRAN Procedures Manual. See [http://www.ksdot.org/bureaus/burMatrRes/PDF/K-TRAN_University_Research_Program.pdf](http://www.ksdot.org/bureaus/burMatrRes/PDF/K-TRAN_University_Research_Program.pdf)

In addition, all KSUTC Research Projects must comply with KSUTC Newsletter and Annual Report reporting requirements as specified by the KSUTC Director and other general UTC Reporting Requirements. See [http://utc.dot.gov/REPRQMTS.html](http://utc.dot.gov/REPRQMTS.html)

The basic K-TRAN annual timeline related to solicitation and program development is summarized below

- Request for K-TRAN Research Project Statements ..................................................... Nov. 1
- Deadline for Research Project Statements (RPS) on campus........................................ Nov 27*
- Deadline for Research Project Statements to KDOT .................................................... Dec. 1
- Assign RPS to Area Panels/ Research Technical Committee (RTC) meeting .............................................................. Dec. 15
- Area Panel RPS evaluations completed/RTC meets to discuss and ballot RPS evaluations ........................................................ Feb. 15
- Research Program Council discusses and approves annual K-TRAN Program and budget ........................................................ Mar. 1**

* KSUTC Research Project Statements must be submitted to the KSUTC Director. K-TRAN Research Project Statements must be submitted to the KSU K-TRAN Technical Committee Coordinating Group Representative. All KSUTC Research Project Statements must follow the basic format provided in the K-TRAN Procedures Manual with the following heading: **KSUTC Research Proposal 20xx** (where xx indicates the UTC Program year for which UTC funding is requested).

**The UTC Advisory Committee will meet in April to discuss and approve the annual UTC Research Program (see *Evaluation of UTC Research Project Statements*, below). The amount and timing of the availability of UTC research project funds is highly variable from year-to-year. In some program years the KSUTC research budget may not be sufficient to fund any research projects. Therefore, researchers are advised that funding for KSUTC projects will be based on the availability of funds. It is unlikely that UTC research project funds will be available before October 1 of the program year. In addition, UTC funds are subject to overhead charges. The K-TRAN funds are not subject to overhead charges. Researchers requesting UTC funding should develop their budgets and work plans accordingly.

Joint Funding of Research Projects
Researchers are advised that the K-TRAN and UTC Research Projects are independently
reviewed and selected. Selection of a research project for funding by one program (K-TRAN or
UTC) does not guarantee or imply funding by the other program. Research Problem Statements
requesting joint funding (K-TRAN and KSUTC funding) must be submitted as a **single
Research Problem Statement** that follows the basic format provided in the K-TRAN
Procedures Manual. The RPS must have the following heading: **KSUTC/KSU Research
Proposal 20xx** (where xx indicates the UTC/K-TRAN Program year for which funding is
requested). In addition, the RPS must clearly delineate the following.

1. Study tasks (work plan), project cost and project duration associated with funding the
   proposed research **exclusively from K-TRAN funds**;
2. Study tasks (work plan), project cost and project duration associated with funding the
   proposed research **exclusively from KSUTC funds**; and
3. Study tasks (work plan), project cost and project duration associated with joint-
   funding of the proposed research from a **combination of K-TRAN and KSUTC funds**.

Research Project Statements requesting joint funding must be submitted to the KSUTC Director
and to the KSU K-TRAN Technical Committee Coordinating Group Representative.

**Evaluation of UTC Research Project Statements**

KSUTC proposals will be evaluated and ranked by the KSUTC Advisory Committee. The
KSUTC Advisory Committee will consider the following criteria in ranking UTC Research
Project Statements:

1. Applicability of the proposed research to the KSUTC theme of “the sustainability and
   safety of rural transportation systems and infrastructure.”
2. Potential for the proposed research to attract additional and sustainable funding from
   sources other than the KSUTC. The researchers must clearly articulate this in the
   “benefits” section of their Research Project Statements.
3. Ranking of the KSUTC Research Project Statements (and the corresponding K-
   TRAN Research Project Statements where applicable) in the K-TRAN review
   process.
4. Development of a comprehensive, multi-disciplinary research program.

**Joint Review of K-TRAN and KSUTC Research Programs**

The KSUTC Advisory Committee and the KDOT Research Program Council will conduct
independent reviews of the KSUTC and K-TRAN annual research programs. The purpose of the
reviews will be to foster communications, coordination and cooperation between the KSUTC
Advisory Committee and the KDOT Research Program Council. The results of the reviews may
be used at the discretion of the UTC Advisory Committee and the K-TRAN Research Program
Council to modify their respective annual research programs.