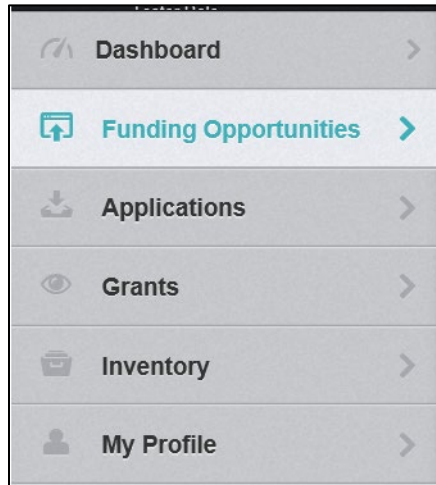# Submitting a Research Idea

To submit a research idea to be considered for the TDOT's Call for Projects, follow the steps outlined below.
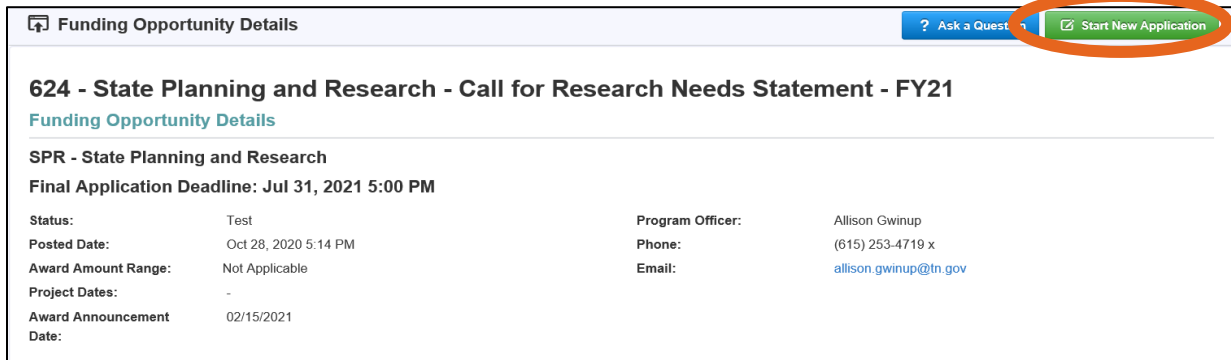
1. Start by selecting "Funding Opportunities" in the menu on the left side of the screen.

2. Once you select Funding Opportunities, navigate to the opportunity entitled: "FY20XX Call for Research Needs Statement."

3. In the "Call for Research Needs Statements" funding opportunity, click the button that reads "Start New Application."

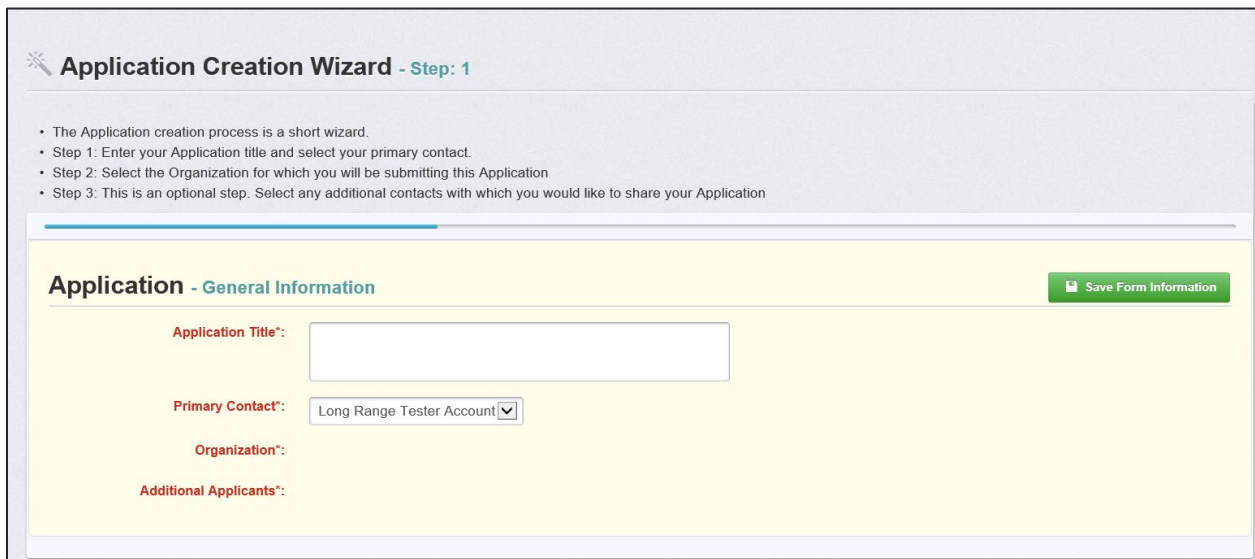4. Complete Step 1 in the Application Creation Wizard - enter the research idea title in the text box that says application title. Ensure your name is listed as the "Primary Contact."

5. After all required fields have been filled out, select the "Save Form Information" button.

6. Choose your Organization from the drop-down in Step 2 of the Application Creation Wizard. Then click "Save Form Information."

7. In step 3 of the Application Creation Wizard, you can add 'Additional Applicants' but this is not necessary; additional authors can be noted later. Simply click "Save Form Information" in this step.

Note: After the general information has been provided, the system has created and assigned an application ID to the research idea. If you log out of the system after this point, the information has been saved, do not start a new application for a research idea. Instead, select "Applications" from the left side menu and find the partially completed research idea there.

8. Once the general information has been completed, you will be brought to the Application Details page. Select the "Research Needs Statement" form to submit details about your research idea.
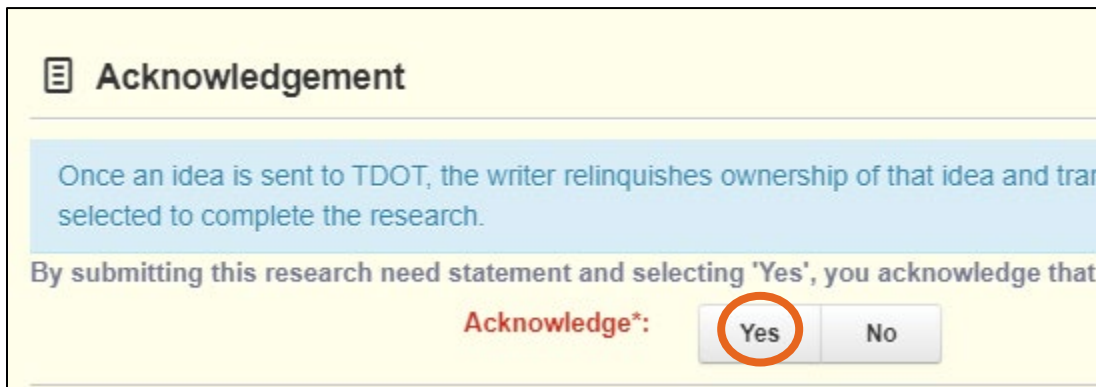

9. Complete all required information for the research needs statement. Using the text boxes provided, respond to the prompts in gray for each section of the research needs statement.
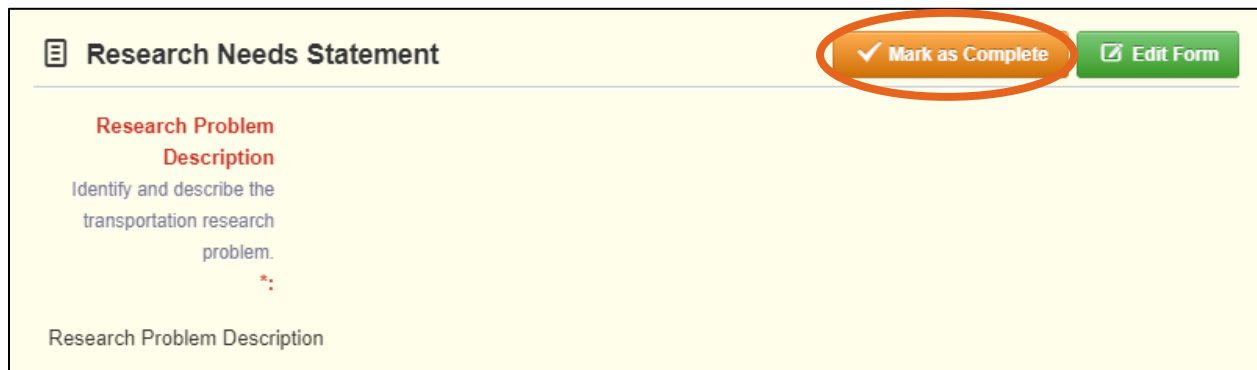
10. To submit a research idea to TDOT, the writer relinquishes ownership of the idea and transfers it to the Department. You must select "Yes" in the Acknowledgement field for your idea to be considered for the Call for Projects.
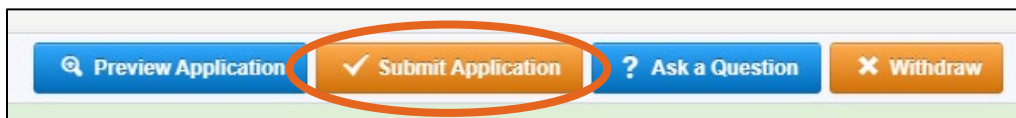

11. Once all the fields have been filled out properly, click the button that reads 'Save Form" on the right of the screen. If the research needs statement is complete, select "Mark as Complete." If additional edits need to be made, click the "Edit Form" button.
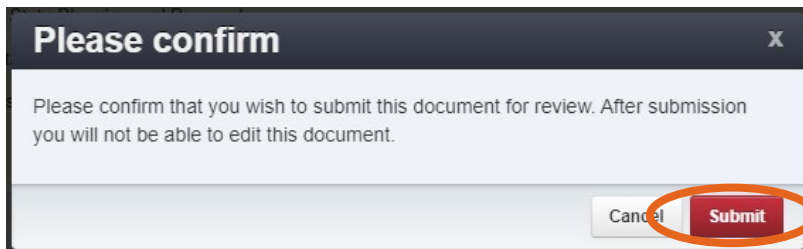

12. Once complete, select the "Submit Application" button on the Application Details page.

13. You will receive a pop-up confirmation informing you that once you click "Submit" the system will no longer let you edit the application. Select "Submit" to complete your research idea submission.

14. Congratulations – your research idea is now submitted!