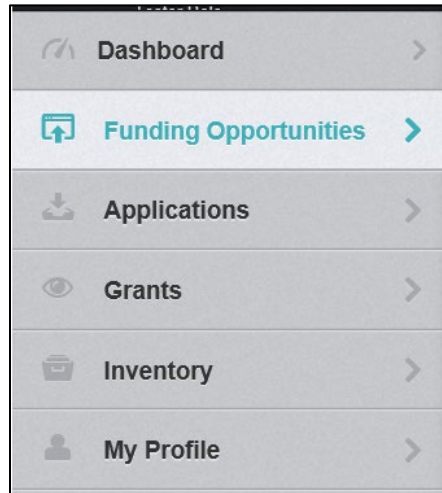


# Submitting a Research Proposal

To submit a research proposal to be considered for funding by TDOT's Research Office, follow the steps outlined below.

1. Find the sidebar and select "Funding Opportunities" on the left side of the screen.



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

**Currently Posted Funding Opportunities**

Search:

ID	Status	Agency	Program Area	Title	Posted Date	Final-Application Due Date
993	Test	Baseline	Test Program Ar	Training FO for form creation		Dec 31, 2021 5:00 PM
33	Test	Tennessee Department of Transportation - Environmental Division - Highway Beautification	Litter Grant Program	Litter Program Funding Opportunity FY 20-21	Sep 24, 2020 4:06 PM	May 27, 2021 10:30 AM
1230	Test	Tennessee Department of Transportation - Long Range Planning	SPR - State Planning and Research	FY2022 Call for Proposals		Jan 31, 2022 5:00 PM
855	Test	Tennessee Department of Transportation - Multimodal	Section 5311 - Non-Urbanized Area Grants	5311 - Non-Urbanized Area Grants Funding Opportunity	Oct 21, 2020 10:54 AM	May 31, 2022 3:00 PM

Showing 1 to 4 of 4 entries

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

**Funding Opportunity Details** Ask a Question **Start New Application**

## 1230 - FY2022 Call for Proposals

### Funding Opportunity Details

**SPR - State Planning and Research**  
**Final Application Deadline: Jan 31, 2022 5:00 PM**

<b>Status:</b>	Test	<b>Program Officer:</b>	Melanie Murphy
<b>Award Amount</b>	Not Applicable	<b>Phone:</b>	(615) 253-2518 x
<b>Range:</b>		<b>Email:</b>	<a href="mailto:Melanie.Murphy@tn.gov">Melanie.Murphy@tn.gov</a>
<b>Project Dates:</b>	-		
<b>Award</b>			
<b>Announcement Date:</b>			

5. Complete Step 1 in the Application Creation Wizard - enter the proposal title in the text box that says application title. Ensure your name is listed as the "Primary Contact." After all required fields have been filled out, select the "Save Form Information" button.

**Application Creation Wizard - Step: 1**

- The Application creation process is a short wizard.
- Step 1: Enter your Application title and select your primary contact.
- Step 2: Select the Organization for which you will be submitting this Application
- Step 3: This is an optional step. Select any additional contacts with which you would like to share your Application

### Application - General Information

**Application Title\*:**

**Primary Contact\*:**

**Organization\*:**

**Additional Applicants\*:**

**Save Form Information**

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

**Application - General Information** Save Form Information

**Application ID\*:** 1160

**Program Area\*:** SPR - State Planning and Research

**Funding Opportunity\*:** 784-State Planning and Research - Call for Proposals - FY21

**Application Stage\*:** Final Application

**Application Status\*:** Editing

**Application Title\*:**

**Primary Contact\*:** Long Range Tester Account

**Organization\*:** Tennessee Department of Transportation - Long Range Planning Division

**Additional Applicants\*:**

- If you would like to add any 'Additional Applicants' from your Organization (such as co-principal investigators), you can add them in Step 3 of the Application Creation Wizard. Then click "Save Form Information." To be able to add additional applicants, the user must be registered in the WebGrants system.

**Application - General Information**

**Application ID\*:** 844

**Program Area\*:** SPR - State Planning and Research

**Funding Opportunity\*:** 784-State Planning and Research - Call for Proposals - FY21

**Application Stage\*:** Final Application

**Application Status\*:** Editing

**Application Title\*:**

**Primary Contact\*:**

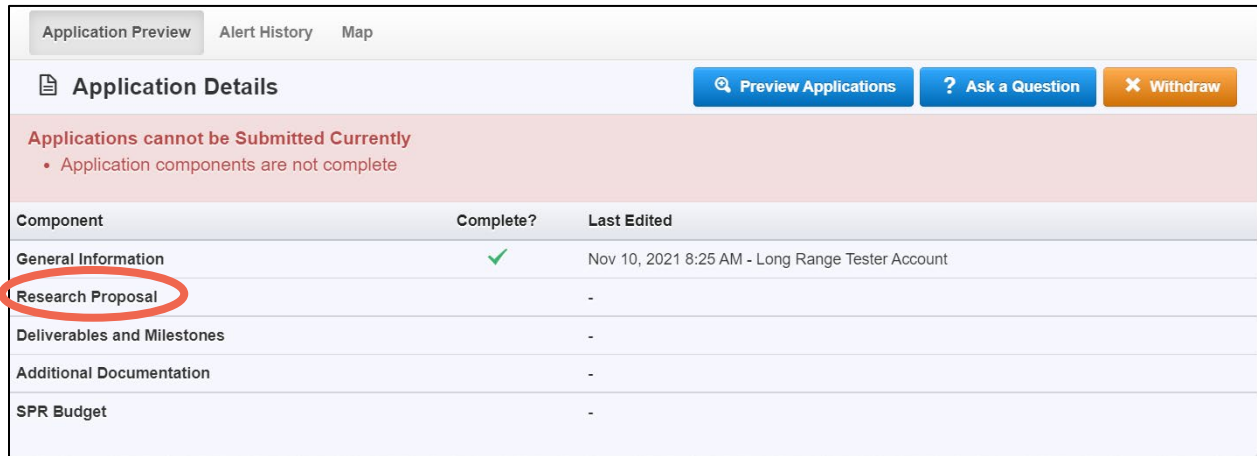
**Organization\*:**

Select any additional contacts within your organization that will also manage this grant.

**Additional Applicants:** x Melanie Murphy

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

- Once the general information has been completed, you will be brought to the Application Details page. Select the "Research Proposal" form to submit the proposal narrative.



Application Preview Alert History Map

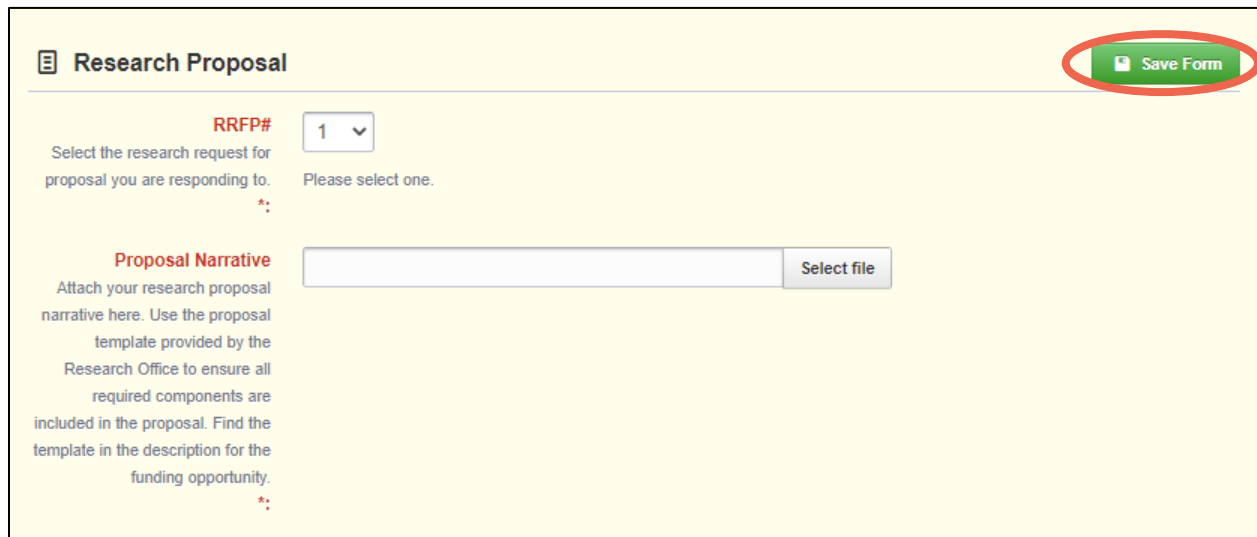
**Application Details** [Preview Applications](#) [Ask a Question](#) [Withdraw](#)

**Applications cannot be Submitted Currently**

- Application components are not complete

Component	Complete?	Last Edited
General Information	✓	Nov 10, 2021 8:25 AM - Long Range Tester Account
<b>Research Proposal</b>	-	-
Deliverables and Milestones	-	-
Additional Documentation	-	-
SPR Budget	-	-

- Complete all required information, including selecting the RRF# number your proposal is in response to. Upload the proposal narrative using the template provided by the Research Office, attached to the funding description or found on the Research Office's website. Once all information has been added, and the proposal has been uploaded, select the "Save Form" button.



**Research Proposal** [Save Form](#)

**RRFP#**    
 Select the research request for proposal you are responding to. Please select one. \*

**Proposal Narrative**  [Select file](#)   
 Attach your research proposal narrative here. Use the proposal template provided by the Research Office to ensure all required components are included in the proposal. Find the template in the description for the funding opportunity. \*

10. If the proposal narrative section is complete, select “Mark as Complete.” If additional edits need to be made, click the “Edit Form” button.

**Research Proposal** ✓ Mark as Complete | Edit Form

**RRFP#** 1  
 Select the research request for proposal you are responding to. Please select one.  
 \*

**Proposal Narrative** [Research Proposal.pdf](#)  
 Attach your research proposal narrative here. Use the proposal template provided by the Research Office to ensure all required components are included in the proposal. Find the template in the description for the funding opportunity.  
 \*

Last Edited By: Long Range Tester Account - Dec 14, 2021 1:43 PM Edit Form

11. Selecting “Mark as Complete” will direct you back to the Application Details page. Select the “Deliverables and Milestones” form to add details on deliverables and tasks to the application.

Application Preview | Alert History | Map

**Application Details** Preview Applications Ask a Question Withdraw

**Applications cannot be Submitted Currently**

- Application components are not complete

Component	Complete?	Last Edited
General Information	✓	Nov 10, 2021 8:25 AM - Long Range Tester Account
Research Proposal	✓	Nov 10, 2021 8:46 AM - Long Range Tester Account
<b>Deliverables and Milestones</b>	-	-
Additional Documentation	-	-
SPR Budget	-	-

13. To add research deliverables, click the “Add Row” button in the Research Deliverables section.

**Deliverables and Milestones** - Current Version

Add your milestones and deliverables according to the directions below. Both should be in chronological order of how your project will progress.

**Research Deliverables** - Multi-List + Add Row

Provide one to five-word titles and one-sentence descriptions. Further instructions are provided on the page for each specific deliverable entry.

Deliverable #	Deliverable Title	Deliverable Description
No Data for Table		

Last Edited By: Long Range Tester Account - Dec 14, 2021 1:16 PM + Add Row

14. Provide information on all expected deliverables of the research project by completing all required fields. Select “Save Row” once complete. Repeat this for each project deliverable.

**Research Deliverables** Save Row

Provide one to five-word titles and one-sentence descriptions. Further instructions are provided on the page for each specific deliverable entry.

Deliverables listed should include AT LEAST what is listed on the RRF you are submitting for. If you add additional deliverables, they should be products that will transparently benefit technology/knowledge transfer (e.g. manual, final report, software, datasets, etc.).

A final report and a final presentation are required deliverables for all TDOT sponsored research projects. Unique components that are part of the final report can be listed separately as deliverables (e.g., a comprehensive list of projects, data tables that can be used for other projects, methods that can be used in-house or with TDOT IT support, etc.). Note: TDOT retains the copyright of all materials produced within the confines of the project.

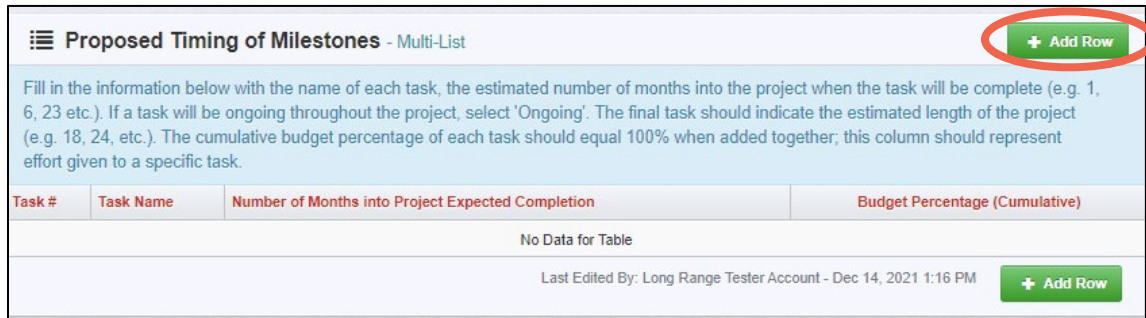
**Deliverable #\*:**

**Deliverable Title\*:**

**Deliverable Description\*:**

500 character(s) left

15. To add project tasks and milestones, click the “Add Row” button in the Proposed Timing of Milestones section.



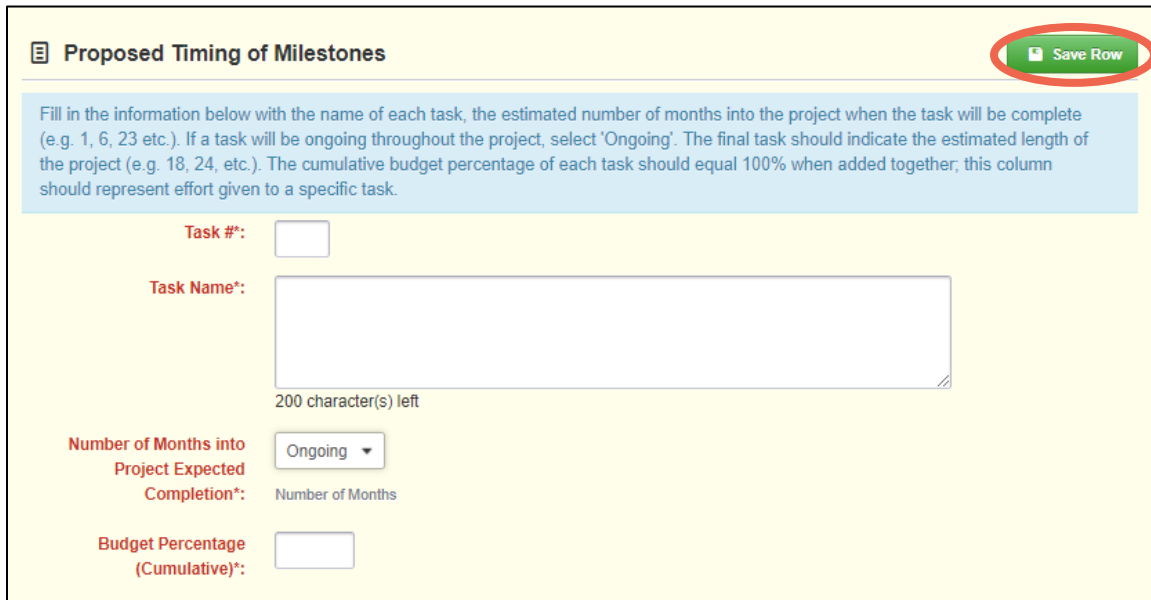
**Proposed Timing of Milestones - Multi-List** + Add Row

Fill in the information below with the name of each task, the estimated number of months into the project when the task will be complete (e.g. 1, 6, 23 etc.). If a task will be ongoing throughout the project, select 'Ongoing'. The final task should indicate the estimated length of the project (e.g. 18, 24, etc.). The cumulative budget percentage of each task should equal 100% when added together; this column should represent effort given to a specific task.

Task #	Task Name	Number of Months into Project Expected Completion	Budget Percentage (Cumulative)
No Data for Table			

Last Edited By: Long Range Tester Account - Dec 14, 2021 1:16 PM + Add Row

16. Provide information on all project tasks and the timing of tasks by completing all required fields. Select “Save Row” once complete. Repeat this for all project tasks.



**Proposed Timing of Milestones** Save Row

Fill in the information below with the name of each task, the estimated number of months into the project when the task will be complete (e.g. 1, 6, 23 etc.). If a task will be ongoing throughout the project, select 'Ongoing'. The final task should indicate the estimated length of the project (e.g. 18, 24, etc.). The cumulative budget percentage of each task should equal 100% when added together; this column should represent effort given to a specific task.

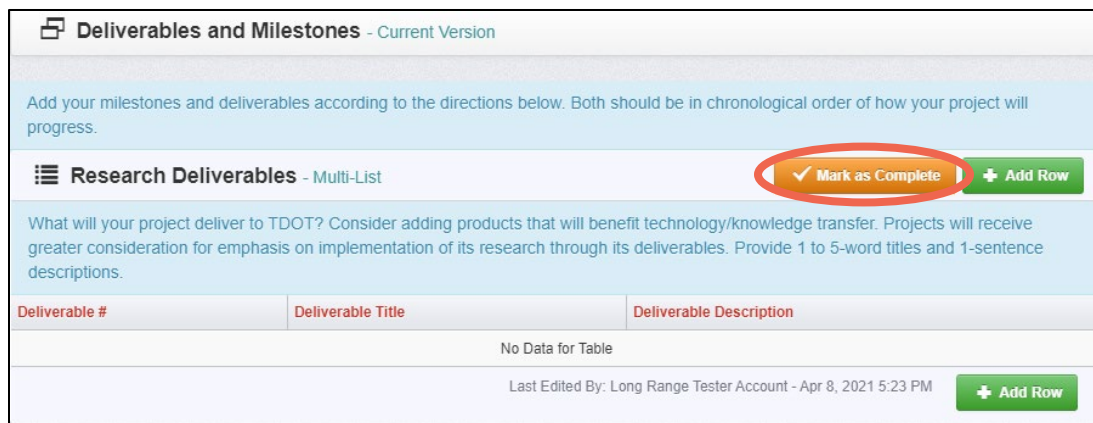
**Task #\*:**

**Task Name\*:**   
200 character(s) left

**Number of Months into Project Expected Completion\*:**

**Budget Percentage (Cumulative)\*:**

17. Once the Deliverables and Milestones section is complete, select “Mark as Complete.”



**Deliverables and Milestones - Current Version**

Add your milestones and deliverables according to the directions below. Both should be in chronological order of how your project will progress.

**Research Deliverables - Multi-List** ✓ Mark as Complete + Add Row

What will your project deliver to TDOT? Consider adding products that will benefit technology/knowledge transfer. Projects will receive greater consideration for emphasis on implementation of its research through its deliverables. Provide 1 to 5-word titles and 1-sentence descriptions.

Deliverable #	Deliverable Title	Deliverable Description
No Data for Table		

Last Edited By: Long Range Tester Account - Apr 8, 2021 5:23 PM + Add Row

18. Selecting “Mark as Complete” will direct you back to the Application Details page. Select the “Additional Documentation” form to submit the curriculum vitae (CV) or resume of members of the research team.

Application Preview Alert History Map

**Application Details** Preview Applications Ask a Question Withdraw

**Applications cannot be Submitted Currently**

- Application components are not complete

Component	Complete?	Last Edited
General Information	✓	Nov 10, 2021 8:25 AM - Long Range Tester Account
Research Proposal	✓	Nov 10, 2021 8:46 AM - Long Range Tester Account
Deliverables and Milestones	✓	Nov 10, 2021 10:32 AM - Long Range Tester Account
<b>Additional Documentation</b>	-	-
SPR Budget	-	-

19. Add all CVs/resumes by selecting “Add New Attachment.”

**Additional Documentation - Current Version**

Provide the CVs for the research team, please use the following naming convention.  
CVs/Resumes: CV\_Last Name of Person

**Additional Documentation - Other Attachments** Mark as Complete **+ Add New Attachment**

Description	File Name	Type	Size	Upload Date	Delete
No files attached.					

Last Edited By: Long Range Tester Account - Nov 10, 2021 10:42 AM

20. A window will pop-up allowing you to add attachments. Select the appropriate file, ensuring you are following the naming convention outlined in the instructions, and select “Save File.” Repeat this for all attachments.

**Attach File**

**Attach File** Save File Cancel

Upload File\*:  Select file

Description\*:

500 character(s) left



21. Once all files have been attached, select "Mark as Complete."

Description	File Name	Type	Size	Upload Date	Delete
CV_Murphy	CV_Murphy.pdf	pdf	518 KB	12/14/2021 12:57 PM	Delete

22. Selecting "Mark as Complete" will direct you back to the Application Details page. Select the "SPR Budget" form to provide the project budget information.

Component	Complete?	Last Edited
General Information	✓	Nov 10, 2021 8:25 AM - Long Range Tester Account
Research Proposal	✓	Nov 10, 2021 8:46 AM - Long Range Tester Account
Deliverables and Milestones	✓	Nov 10, 2021 10:32 AM - Long Range Tester Account
Additional Documentation	✓	Nov 10, 2021 10:56 AM - Long Range Tester Account
SPR Budget	-	-

23. Select the "Edit Grid" button to add the budget information.

Expense Object Line-Item Category	Grant Contract	Grantee Participation (match is optional)	In-Kind Expense	Total Project
Salaries, Benefits & Taxes	\$0.00	\$0.00	\$0.00	\$0.00
Professional Fee, Grant & Award	\$0.00	\$0.00	\$0.00	\$0.00
Supplies, Telephone, Postage, Occupancy, Equipment Rental & Maintenance, Printing & Publications	\$0.00	\$0.00	\$0.00	\$0.00
Travel, Conferences & Meetings	\$0.00	\$0.00	\$0.00	\$0.00
Interest	\$0.00	\$0.00	\$0.00	\$0.00
Insurance	\$0.00	\$0.00	\$0.00	\$0.00
Specific Assistance to Individuals	\$0.00	\$0.00	\$0.00	\$0.00
Depreciation	\$0.00	\$0.00	\$0.00	\$0.00
Other Non-Personnel	\$0.00	\$0.00	\$0.00	\$0.00
Capital Purchase	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Cost	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00

24. Complete the project budget page, providing information on the grant budget, any grantee participation funds (optional), and any in-kind expenses (optional). Detailed information is required for the following lines: Professional Fee, Grant & Award, Interest, Depreciation, Other Non-Personnel, and Capital Purchase. Once all the necessary budget information has been entered, save the information by clicking the "Save Grid" button.

Expense Object Line-Item Category	Grant Contract	Grantee Participation (match is optional)	In-Kind Expense	Total Project
Salaries, Benefits & Taxes	\$0	\$0	\$0	
Professional Fee, Grant & Award	\$0	\$0	\$0	
Supplies, Telephone, Postage, Occupancy, Equipment Rental & Maintenance, Printing & Publications	\$0	\$0	\$0	
Travel, Conferences & Meetings	\$0	\$0	\$0	
Interest	\$0	\$0	\$0	
Insurance	\$0	\$0	\$0	
Specific Assistance to Individuals	\$0	\$0	\$0	
Depreciation	\$0	\$0	\$0	
Other Non-Personnel	\$0	\$0	\$0	
Capital Purchase	\$0	\$0	\$0	
Indirect Cost	\$0	\$0	\$0	
	\$0.00	\$0.00	\$0.00	\$0.00

[Save Grid](#)

25. Additionally, the budget justification must be provided. Once complete, select "Save Form."

### Budget Justification [Save Form](#)

Please provide additional detail for expenses for each budget line item and note the need for the items/expenses listed. Ensure the budget justification accurately reflects the cost categories outlined in the project budget above. The budget justification should be 1-2 pages if formatted in a Word document.

**Budget Justification\*:**

Source | [Icons]

**B** *I* U ~~S~~  $x_2$   $x^2$  [Icons]

[Icons]

Styles: Normal | Font: | Size: | [Icons]

body p

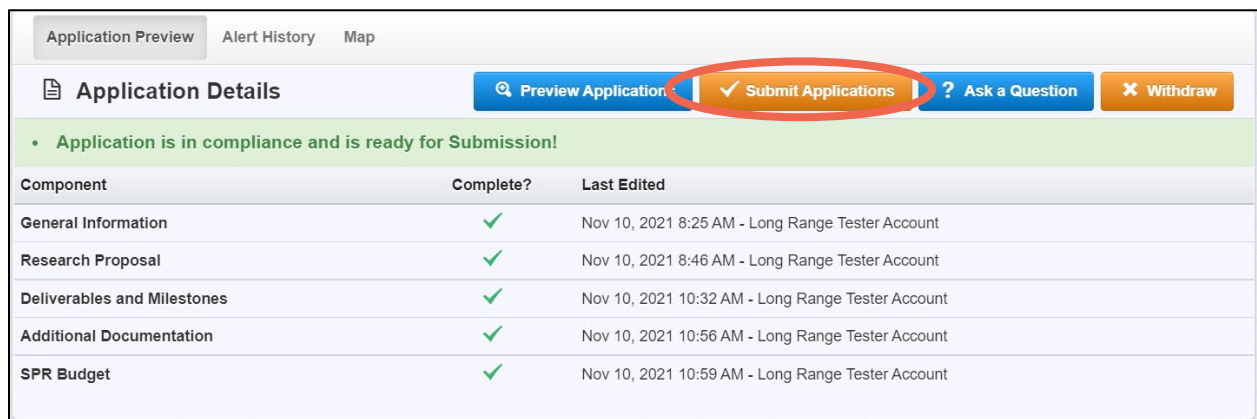
Paragraphs: 0, Words: 0, Characters (with HTML): 0

This field is limited to 4,000 characters.

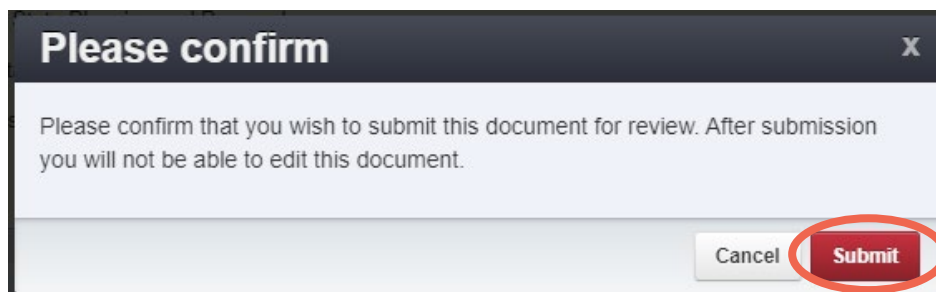
30. Once the budget form is complete, select “Mark as Complete.”



31. Selecting “Mark as Complete” will direct you back to the Application Details page. When the forms have been completed, green checkmarks will appear in the second column. If any edits are necessary, select the form you want to edit and click the respective instructions outlined above. When you are ready to submit your research proposal, select “Submit Applications.” If you would like to view the application before you submit it, select the “Preview Application” button.



32. 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.



33. Congratulations – your research proposal has been submitted!