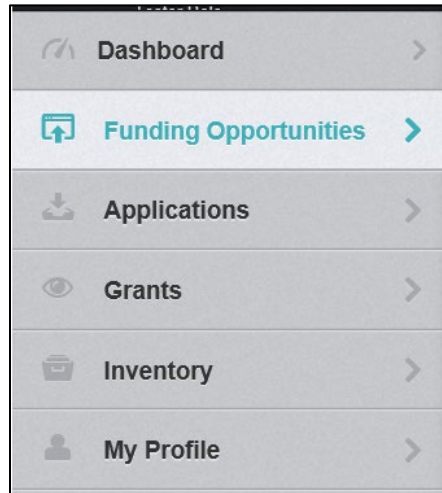# Submitting a Research Proposal

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."

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

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.

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

7. 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.
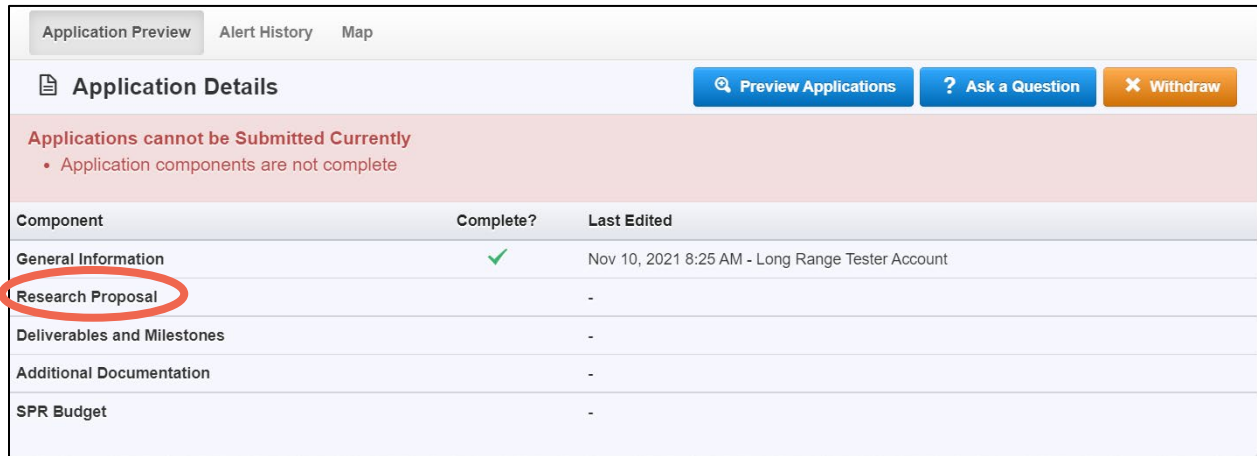
Note: After the general information has been provided, the system has created and assigned an application ID to the proposal. If you log out of the system after this point, the information has been saved, do not start a new application for the research proposal. Instead, select "Applications" from the left side menu and find the partially completed proposal there.

8. 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.
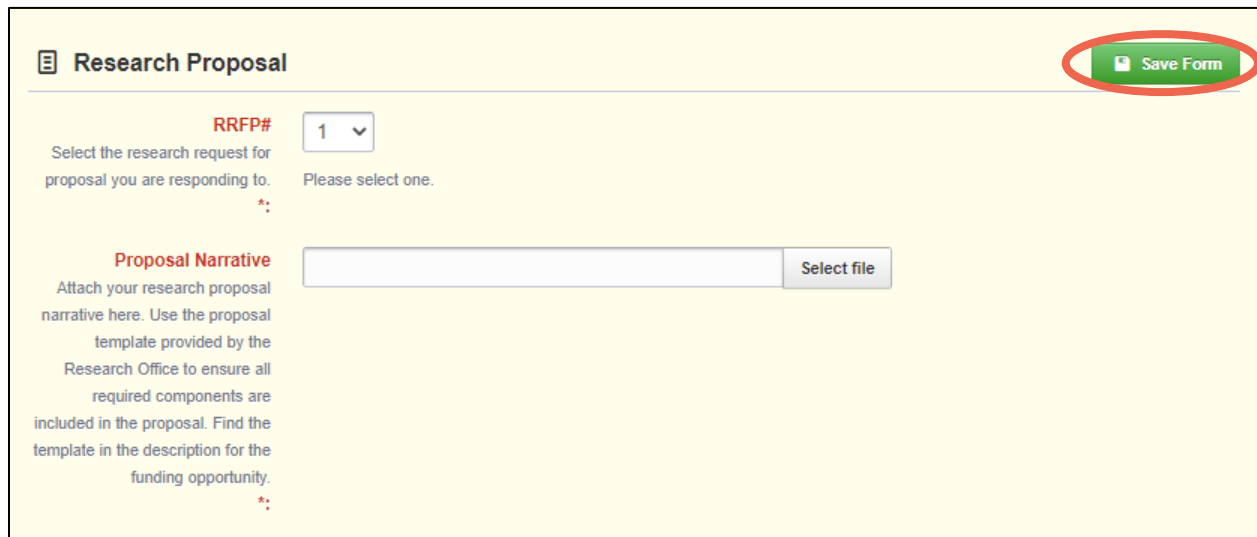

9. Complete all required information, including selecting the RRFP number your proposal is in response to. Upload the proposal narrative using the template provided by the Research Office, attached to the funding description or found on the Research Office's webiste. Once all information has been added,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

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

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.

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

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.

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

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.

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

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.
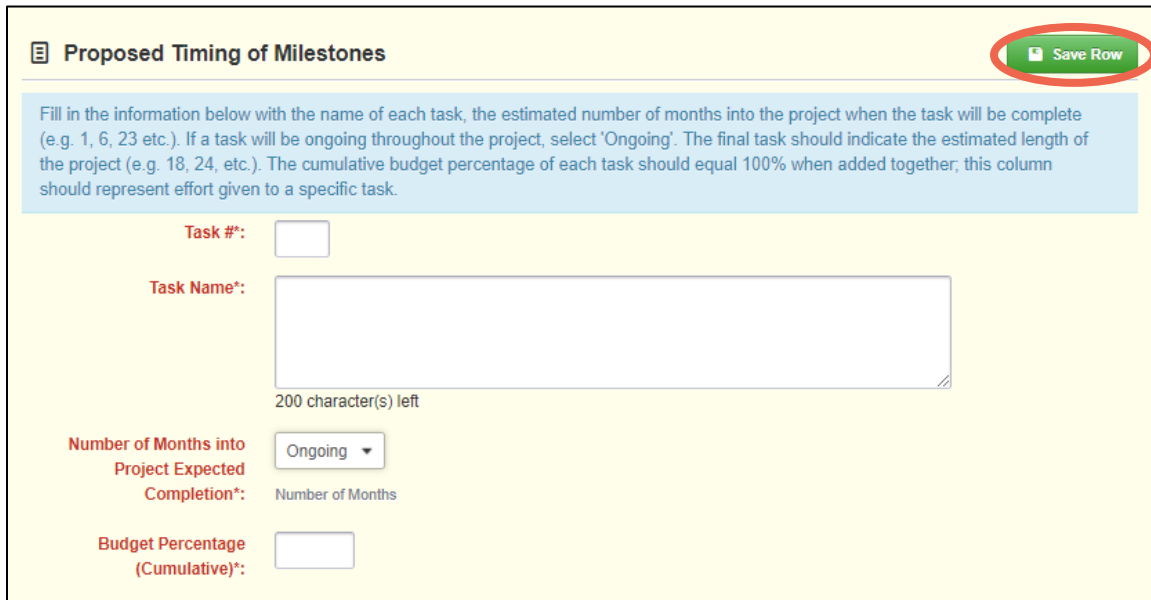

19. Add all CVs/resumes by selecting "Add New Attachment."

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.

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

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.

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

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*:

Styles | Normal | Font | Size

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.
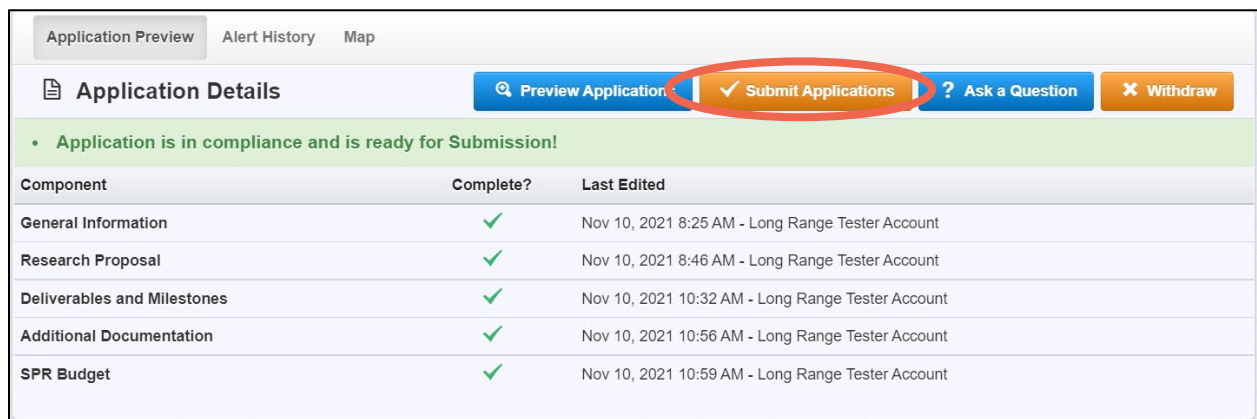
32. You will receive a pop-up confirmation informing you that once you click "Submit" the system will no longer let you edit the application. Select "Submit" to complete your research idea submission.
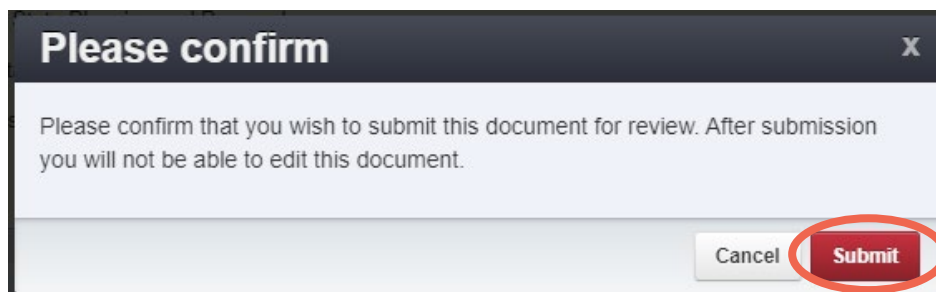
33. Congratulations – your research proposal has been submitted!