Part I – Contract Information
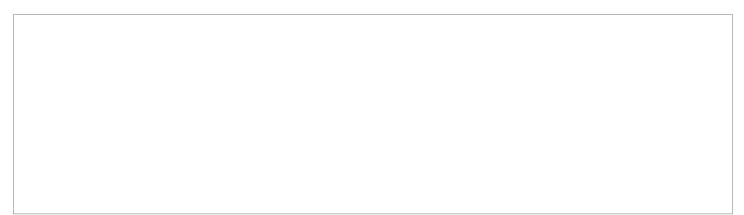
Research Contract No:

Research Project Title:

Originating Office and District:

Kickoff Date: Contract End Date: Ending Project Cost:

Project Manager: Principal Investigator:

Related Projects:
(provide contract numbers)

List the data, data sources (internal and external to FDOT) needed to conduct this research.

Internal

External

Part II – Implementation

Is this project conducive to implementation?

      Yes   No

If yes, how?

If no, why?

What are the projects expected implementable items? (Spec modification, Methodology, Process Enhancement, Field Device, Insight, Best Practice Recommendation, etc.…).

Who is/are the Implementation Owner(s)? (The person responsible to coordinate implementation for the originating office with all affected offices and can be contacted for implementation status in the future).

List all the activities required to implement the expected outcomes and project deliverables.

Activity	Contact Name

List any implementation challenges and potential solutions.

Challenges	Solutions

List all FDOT offices that may be affected by this research implementation.

FDOT Office	Contact Name

Please list the stakeholders invited to the kickoff meeting.

Part III – Benefits Assessment

Project Benefits (Select all that apply and explain)	Qualitative Benefits	Quantifiable Benefits (units, dollars, etc. if applicable)	Methodology or Data Sources Used to Determine Quantifiable Benefits. If not applicable, please give justification of project benefits
☐ Materials Enhancement			
☐ Materials Savings			
☐ Time Savings			
☐ Lives Saved/ Injuries Prevented			
☐ Other (Explain)			
☐ Other (Explain)			

Part IV – Estimated PM Time Expenditures (Hours)

PM Hours Spent Previous to Kick-off of the Research Project:	
Conducting relevant background research:	
Discussing/preparing/writing research proposal (in-house):	
Discussing research proposal with Research Center staff:	
Preparing an RFP (if applicable):	
Reviewing RFP Proposals (if applicable):	
Discussing the project scope with the potential investigator(s):	