



IMPLEMENTATION PROJECT PROPOSAL

The Research Implementation Program helps bring research into practice! Implementation project must demonstrate, test, advance, or evaluate an innovative practice, tool, process, or equipment.

Successful Research Implementation proposals typically involve the application of previous research results through a pilot project, proof-of-concept validation, new method testing, or innovative equipment evaluation. Implementation projects may include development of a practitioner guide, manual of best practices, or training materials. The Research Implementation Program does not fund the purchase of standard operating equipment, mass deployments, or basic research.

Research Implementation Funding Application Instructions

1. Review the *MnDOT Implementation Project Guidelines and Process*.
2. Complete this form to the best of your ability. Note some questions are required.
3. Submit your *draft* application to research.dot@state.mn.us.
4. Staff will review and provide guidance to prepare the application for review by the Research Steering Committee (RSC)
5. All proposed projects will be presented by the Champion or Technical Lead during a scheduled RSC meeting.

Section I: Project and Applicant Information

A. Project Information

1. **Project Title:**
2. **Requested Amount:**
3. **Expected Start Date:**
4. **Expected End Date:**

B. Applicant Contact

5. **Applicant First and Last Name:**
6. **Applicant Office:**
7. **Applicant Email:**
8. **Applicant Phone Number:**

Instructions: The applicant typically serves as the Technical Lead. If the applicant will **not** serve as the Technical Lead, please complete questions nine and ten. If the applicant is the Technical Lead, skip questions nine and ten, and complete the remainder of the application.

9. **Technical Lead First and Last Name:**
10. **Technical Lead Email:**

C. Management Champion

11. Champion First and Last Name:

12. Champion's Office or District:

13. Champion's Email:

14. Champion's Phone Number:

Signature: _____ **Date:**

Section II: Research Connection

- 1. Provide the title of the original research to be implemented:**
- 2. Provide the original research project or contract number:**
- 3. Provide a link to the original report (or include an electronic copy of the original study):**

Section III: Implementation Project Description

- 1. State the goal of the implementation project:**
- 2. Describe the problem or risk this implementation project will address:**
- 3. Briefly describe the consequences or outcomes, if this problem or risk is not addressed:**
- 4. Select the frequency or probability of the consequences or outcomes occurring, if this problem or risk is not addressed. See guidance document for additional descriptions.**
 - Rare:** This event may have occurred in the past, but future occurrences are not expected.
 - Unlikely:** This event occurs infrequently and future occurrences are highly unusual.
 - Possible:** This event occurs occasionally and future occurrences are possible.
 - Likely:** This event may have occurred previously and future occurrences are probable.
 - Almost Certain:** This event occurred frequently and future occurrences are expected

5. Summarize the implementation project:

6. Provide the First and Last Name of the proposed consultant or investigator:

7. Please, provide the proposed organization:

Section IV: Tasks, Costs, and Equipment

A. Tasks and Deliverables

Instructions: If needed, more tasks may be added on a separate page.

Task 1 Description:

Task 1 Deliverable:

Task 1 Anticipated Start Date:

Task 1 Anticipated End Date:

Task 2 Description:

Task 2 Deliverable:

Task 2 Anticipated Start Date:

Task 2 Anticipated End Date:

Task 3 Description:

Task 3 Deliverable:

Task 3 Anticipated Start Date:

Task 3 Anticipated End Date:

Task 4 Description:

Task 4 Deliverable:

Task 4 Anticipated Start Date:

Task 4 Anticipated End Date:

Task 5 Description:

Task 5 Deliverable:

Task 5 Anticipated Start Date:

Task 5 Anticipated End Date:

Task 6 Description:

Task 6 Deliverable:

Task 6 Anticipated Start Date:

Task 6 Anticipated End Date:

B. Cost by Fiscal Year

Instructions: Show the costs by fiscal year. Projects should not span more than five fiscal years.
If the project spans two or more fiscal years, please provide justification below.

- FY (7/1/ to 6/30/) Amount for fiscal year one
- FY (7/1/ to 6/30/) Amount for fiscal year two
- FY (7/1/ to 6/30/) Amount for fiscal year three
- FY (7/1/ to 6/30/) Amount for fiscal year four
- FY (7/1/ to 6/30/) Amount for fiscal year five

Justification for implementation projects spanning more than two years:

C. Equipment

List any equipment purchases planned for this project.

Expected cost:

Description:

E. Application of this Project

- 1. Describe the individuals or groups who may use the results of this project:**

- 2. Describe how these groups may make the results of this project part of their daily business:**

F. Communication Plan

- 1. Describe how you will inform your target audience about the results of this project (i.e. meetings, webinars, or demonstrations):**

- 2. Describe timeline for your communication:**

Instructions: After completion of this form, save it with your project name and date. Email the draft form to research.dot@state.mn.us. The Office of Research & Innovation will review your proposal and assist with submission to MnDOT's Transportation Research Steering Committee (RSC).

Last updated 1/4/2021
End of Application