Request for Proposals – Attachment A: Proposal Description Template

**MATC Research Grants**

Please use the following document to prepare your MATC Research Grant Proposal. Fill in the requested information under the headings given below. Do not edit the order, wording, or position of the headings. Also, please do not edit the margins or page numbering.

This document is to be double-spaced, with Arial font, and 12-pt font. **Section E should not exceed six (6) pages double spaced.** Before uploading this document, please save this document using 3-4 words from the short project title, the PI’s last name, followed by YR3 (e.g., Roundabout Safety Smith YR3).

**RESEARCH PROPOSAL DESCRIPTION**

1. **PROJECT TITLE:**
2. **START & END DATE:**
3. **PI & COPI(s):**
4. **PROPOSAL ABSTRACT: (M*aximum 300 words*)**
5. **DESCRIPTION OF RESEARCH PROJECT *(This section not to exceed 6 pages double spaced.)***

**E.1 Problem Statement**

**E.2 Relevance to MATC Theme and Focus Areas**

**E.3 Alignment with USDOT Strategic Goals**

**E.4 Research Approach and Methods**

**E.5 Description of Tasks to be Completed in Research Project**

**E.6 Expected Results and Products**

**E.7 Technology Transfer Implementation Plan**

**E.8 Project Broader Impact(s)**

**E.9 Timeline (Gantt Chart)**

**F. DISCUSSION OF PERTINENT COMPLETED RESEARCH AND RELATED RESEARCH IN PROGRESS (*This section not to exceed 1 page*)**

**G. KEY WORDS (O*nly use words from the Transportation Research Thesaurus available at:*** [**https://trt.trb.org/**](https://trt.trb.org/) **)**

**H. LITERATURE CITED**

**I. STAFFING PLAN *(Should correspond with Section J and Attachment B)***

**J. BUDGET JUSTIFICATION & MATCHING FUNDS DETAILED INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Federal Budget** | **Match Budget** | **Explanatory Notes** |
| Faculty Salary |  |  | Federal:  Match: |
| Administrative Staff Salary |  |  | Federal:  Match: |
| Other Support Staff Salary |  |  | Federal:  Match: |
| Faculty, Administrative Staff & Other Support Staff Benefits |  |  | Federal:  Match: |
| Graduate Student Salary |  |  | Federal:  Match: |
| Graduate Student Benefits (do not include tuition here) |  |  | Federal:  Match: |
| Graduate Student Tuition |  |  | Federal:  Match: |
| Expendable Property, Supplies & Services |  |  | Federal:  Match: |
| Domestic Travel |  |  | Federal:  Match: |
| Other Direct Costs |  |  | Federal:  Match: |
| **Total direct costs** |  |  |  |
| F&A (indirect) costs |  |  | Federal:  Match: |
| **Total costs** |  |  |  |