PROPOSAL AND REPORTING GUIDE

Institute for Multimodal Transportation

Institute for Multimodal Transportation
1230 Raymond Road, Box 900
Jackson, MS 39204
www.jsums.edu/imtrans

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REPORTING OBLIGATIONS

This section is critical to the success of the research project. The PI is responsible for following these obligations. Non-compliance of these obligations may affect funding!

Quarterly Status Report
The PI will be responsible for submitting a quarterly status report that shows the proposed tasks and the activities completed relative to that quarter.

Due dates: November 1, 2010 - February 1, 2011 - May 3, 2011.
Status reports should be emailed to imtrans@jsums.edu. The report may be submitted in paragraph format or using the form available through IMTrans.

Newsletter
A short write-up in “laymen’s language” with diagrams and/or pictures for publication in a newsletter must be submitted by October 2010 and March 2011. It is vital that these summaries and reports are turned in on time and represent accurate and up to date information. These write-ups are used to showcase research/researchers.

In addition, any press releases or publications related to the project should be sent to imtrans@jsums.edu.

Research Project Descriptions
Within one month after project selection, IMTrans will complete the following:

- Submit to the Transportation Research Board’s Research in Progress (RiP) database a project description for each project. The project information can be entered into the RiP database directly or the information can be submitted by e-mail to Barbara Post, TRB’s Manager of Information Services, bpost@nas.edu.

- Publish on the Center’s website information similar to that in RiP for each new research project selected. This information must remain on the Center’s website at least until the project’s Final Research Report has been posted there.

Papers/publications
Papers and publications generated with IMTrans funding should be transmitted electronically in HTML or MS Word format to the center via email (imtrans@jsums.edu) for publication on the IMTrans website.
Final Research Report
The final research report is to be submitted 30 days after the end of the project to the center in hard copy and via email to imtrans@jsums.edu. The final research report gives a description of the problem, approach, methodology, findings, conclusions developed in the project, and recommendations. The objective is to document all the data gathered, analyses performed, and results achieved. A documentation page (see Appendix A) must be included as the front page of the report. The inside of the front cover is to show the following disclaimer:

Disclaimer
The contents of this report reflect the views of the authors, who are responsible for the facts and the accuracy of information presented herein. This document is disseminated under the sponsorship of the Department of Transportation’s University Transportation Centers program, in the interest of information exchange. The U.S. Government assumes no liability for the contents or use thereof.

Upon completion and acceptance of the final report, the center will complete the following tasks:

- Publish on the Center’s website the full text of each report
- Notify the Transportation Research Board (TRB) of the URL of the full text report so that the report may be indexed and abstracted in TRB’s Transportation Research Information System (TRIS). Notification should be made by e-mail to Barbara Post, TRB’s Manager of Information Services, bpost@nas.edu.
- Transmit each report electronically to the National Transportation Library at librarian@bts.gov.
- Distribute a total of five printed copies to the following addresses:
  
  Transportation Library  
  Northwestern University Library  
  1935 Sheridan Road  
  Evanston, IL 60208

  Institute of Transportation Studies Library  
  University of California, Berkeley  
  412 McLaughlin Hall  
  Berkeley, CA 94720

  Volpe National Transportation Systems Center  
  TRISNET Repository DTS-930  
  Kendall Square  
  Technical Reference Center  
  Cambridge, MA 02142

  Transportation Research Board Library  
  2101 Constitution Avenue, NW  
  Washington, DC 20418

  U.S. Department of Commerce  
  National Technical Information Service  
  5285 Port Royal Road  
  Springfield, VA 22161
Transportation Research Board’s Research in Progress (TRB--RIP) Database

The Transportation Research Board’s Research in Progress database allows users in state Departments of Transportation to add, modify, or delete information on their current research projects. The RIP database now contains over 10,000 current or recently completed transportation research projects. The research in progress database includes university transportation research and projects funded by federal and state departments.

The database allows users to:

1. Search the entire research in progress file by various fields
2. Browse project records by subject
3. Use a look up directory for individuals and organizations
4. Subscribe to receive e-mail notifications of new RIP records in specific subject areas

The RIP database can be accessed at http://rip.trb.org. IMTrans currently has several active research projects on the database. IMTrans is responsible for adding, updating and maintaining project information in the RIP database.

For more information contact us.
ALL EXPENSES REQUIRE AUTHORIZATION FROM THE IMTRANS DIRECTOR.
EXPENDITURES ARE APPROVED BASED ON BUDGET SET-UP.
(Budget changes may be submitted to the IMTrans director in writing)

All forms must be routed through IMTrans before they can be processed. This includes PAF’S, STUDENT PAF’S, requisitions, travel itineraries, etc. Regular department signatures are required on items before they are submitted to the IMTrans office. Please allow adequate processing time. In the event of an emergency, everything will be done to ensure “faster” processing but no guarantees can be made.

Student Pay
The University recently introduced the web time entry student payment process which calls for an electronic submission of timesheets (see handout). In the past, the IMTrans Business Manager has been the approving supervisor. This, however, is dependent upon the request of the department/center. Students are paid on the 15th of each month with the following exceptions: May and December.

Requisitions
Supplies and other needed items can be purchased from any of JSU’s authorized supply vendors via a JSU purchase order request. Quotes are used to request a purchase order. Considerations are made for those items that are not easily accessible through authorized vendors (i.e. engineering supplies). In the event you have to make an out of pocket purchase, $300 is the maximum reimbursable amount for supplies and $500 is the maximum for food. Reimbursements should be the exception and not the norm. Direct pay (checks) is also available for goods/services that do not require a purchase order. Generally these are items such as postal services, shipping, registration fees, etc.

Travel
University sponsored travel requires submission of a travel itinerary at least two weeks prior to your travel date. Travel vouchers, with appropriate receipts, are submitted upon your return. Additional forms are required for student travel.

Consultant Contracts
If applicable to your budget, consultant forms can be found on the Human Resource page. A complete contract includes: Independent Consultant Contractor Short Form, Requisition for Consultant Payment and Request for Taxpayer ID (W-9). The W-9 form is on the Business and Finance page.

(For all other financial related questions contact the Financial Manager)

Email: lareka.l.washington@jsums.edu
Phone: 601-979-5027

Appendix A
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