

# Nebraska Research Work Program

## Researcher Information Packet



April 2018

## Nebraska Research Work Program Contacts

Title	Name	E-Mail	Phone
Research Coordinator	Jodi Gibson	<a href="mailto:Jodi.Gibson@nebraska.gov">Jodi.Gibson@nebraska.gov</a>	402-479-4337
Research Coordinator	Anna Neben	<a href="mailto:Anna.Neben@nebraska.gov">Anna.Neben@nebraska.gov</a>	402-479-3791
Technical Advisory Committee Member(s)	Varies by Project		

## Nebraska Research Work Program Administration, Requirements and Evaluation

### Quarterly Reports (Form DR147):

#### ***Purpose***

Quarterly reports are the official documentation of the research. Quarterly reports are used to monitor progress of the project and identify any challenges. These reports also serve as the mechanism for approval of invoices for payment and allow for tracking of project expenditures in comparison to the work/tasks completed.

#### ***Process***

The Quarterly Progress Report Template can be found on our [Research Webpage](#) or contact the Research Coordinators for a copy of the template. This is the form you will need to use – the Research Section will not accept any other format.

A quarterly report must be submitted for each quarter as long as a project is still active. To allow adequate time for review, researcher quarterly report submittal deadlines are provided below:

Quarter	Period of Performance	Submittal Deadline
Quarter 1	July 1 – September 30	October 31
Quarter 2	October 1 – December 31	January 31
Quarter 3	January 1 – March 31	April 30
Quarter 4	April 1 – June 30	July 31

Please submit your quarterly report via email to the Research Coordinators by the submittal deadline. Timeliness in submittal of project deliverables, including quarterly reports, is considered in final evaluations. NDOT will withhold payment of all invoices until quarterly reports are submitted and approved.

## **Technical Advisory Committee (TAC) Update Meetings:**

### ***Purpose***

Technical Advisory Committee (TAC) Update Meetings are required throughout the life of the project and serve to provide the TAC members a summary of the research efforts completed for that quarter. The TAC members may invite other NDOT or industry members that may be interested in the research topic. Four TAC Update Meetings are required as explained below:

- Kick-Off TAC Meeting – Held before the project start date to review the project objectives and tasks before any work begins.
- 25% TAC Update Meeting – Held when 25% of the project has been completed.
- 50% TAC Update Meeting – Held when 50% of the project has been completed.
- 75% TAC Update Meeting – Held when 75% of the project has been completed.

### ***Process***

The researcher will ultimately be responsible for initiating when a TAC Update meeting needs to be held. The NDOT Research Coordinators will send out a reminder email as to when these meetings are due. All update meetings will be held at the NDOT, so please contact the Research Coordinators to set these meetings up.

## **Invoicing:**

### ***Frequency***

As stated in the payment section of the agreement, NDOT requires that invoices shall be submitted within sixty (60) days following the end of the period covered by the account. Payments will be made to the institution on a quarterly basis for services rendered and for reimbursable expenses incurred during that period. The final payment will be made only after acceptance by the Department of a final report or final deliverable(s) considered to be satisfactory and the completion of an audit by representatives of the Department. Your Institution will ultimately be the one submitting the actual invoice to the NDOT Research Section.

### ***Mailing Address***

Invoices should be sent directly to the Nebraska Department of Transportation at the following address:

Nebraska Department of Transportation  
ATTN: Research Coordinator  
1400 Hwy 2  
P.O. Box 94759  
Lincoln, NE 68509-4759

### **Submission of Draft Final Report:**

The researcher is required to submit a draft final report three months before the completion date of the Research contract to allow adequate review and revision time. The draft report should include the following:

- Cover Page
- Disclaimer Page
- Technical Report Documentation Page: Form DOT F 1700.7 (8-72)
- Research Report

Please submit all electronic draft final reports to the Research Coordinators whom will distribute the report to the appropriate research staff, TAC members, and FHWA Division Office personnel. A 30-day review period is required. Any comments from the review team will be sent directly to the Research Coordinators. The Research Coordinators will request that the researcher address any comments in their final report. Once accepted and approved by all, the Research Coordinators will send an acceptance email to the researcher and authorize printing and publishing of the final report.

### **Research Project Final Presentation:**

The researcher is required to provide a project final presentation for the research team, two months before the end date of the contract. The final presentation should provide a summary of the research efforts, significant findings, and recommend any implementation ideas as a result of the research. TAC members may invite other NDOT or industry members that may be interested in the research topic. All presentations must be sent electronically to the research coordinator to keep on file.

### **Final Report Requirements and Submission:**

A final research report is required and is typically the final deliverable for the research project. Once the draft report has been accepted and approved by the research team and an acceptance email has been sent to the researcher; the researcher is then authorized to print and publish the final report.

In order to comply with FHWA requirements, the researcher is required to submit both an electronic version and hard copies of the final report for distribution:

- **Electronic Copies:** The researcher will provide 4 CD copies of the final report in PDF format.
- **Hard Copies:** The researcher will provide 7 hard copies of the final report.

- **Mailing Address:** Electronic copies and hard copies of the final report can be mailed to the Research Coordinator at the address below:  
Nebraska Department of Transportation  
ATTN: Research Coordinator  
1400 Hwy 2  
P.O. Box 94759  
Lincoln, NE 68509-4759

**No-Cost Time Extensions (NCTE):**

No-Cost Time Extensions will only be granted on a case by case basis and will need strong justification as to why the extension is needed. Extensions must be approved through the Universities Sponsored Programs before they can be requested through our Research Section. Under no circumstances should an extension be requested after the completion date of a contract.

Once the NCTE is received, it will be reviewed for approval by the Research Coordinator.