

**Principal Investigator Quick Reference Guide for
ICT-IDOT Sponsored Projects**

Downloadable forms and guidelines are at: <https://ict.illinois.edu/research/resources-and-guidelines>

1. **Prepare and submit a detailed work plan:** The project's work plan is to include a line-item budget, budget justification, project timeline, implementation strategy, and deliverables. Ensure consistency with the ICT Request for Research Ideas submission or Request for Proposal (whichever is applicable).
2. **Finalize work plan with Technical Review Panel:** Revise the work plan as agreed upon with the TRP. ICT will assign a project number, attach the workplan to an approval form, and send it via DocuSign. Once the Workplan Approval Form is fully signed, ICT will enter project data into the ICT Quarterly Progress Report database.
3. **Review PI section in the online ICT QPR database:** Go to the ICT website at <https://apps.ict.illinois.edu/projects/> to log into the database. New PIs will receive a username and password from ICT. Although PIs are not required to update the database themselves, they should collaborate with ICT Project Management to ensure the following sections are completed or reviewed throughout the project: Personnel (add project team members, including co-investigators and students); Project Details (project tasks and the project description); Other information to ensure all relevant information is accurate.
4. **Conduct research as agreed upon with the TRP:** Notify the TRP if any problem develops during the project.
5. **Provide quarterly progress reports:** Submit your project's online QPR by the 7th, and no later than the 14th, of the month following the end of each calendar quarter (i.e., April 7th, July 7th, October 7th, and January 7th). This allows the TRP Chair sufficient time for review and feedback. ICT will send periodic email reminders to PIs to complete the QPR for their research projects.
6. **Provide research progress updates to TRP:** Attend all TRP meetings as scheduled by the PI and TRP Chair (at a minimum of every 6 months) to provide project updates and answer TRP members' questions about the project. Provide any presentations in advance to the Research Project Coordinator at ictprojectmanagement@illinois.edu.
7. **Write project report:** A final research report in accordance with ICT guidelines and Section 508 standards is required to complete your project. Reports should fulfill project objectives set forth in the work plan, show adequate documentation, and clearly present the research. The maximum length for reports is 75 pages (not including covers, front matter or appendices). Specific [report writing guidelines](#) may be downloaded from the ICT website. Complying with these guidelines will minimize publication delays. ICT will send reminders six months and four months prior to your project end date to draft your project report.
8. **Submit project report to ICT for editing:** Three months before the project's end date, submit the draft report to ICT for editing (**prior to submission to the TRP**). The three-month editorial process is conducted in three phases as follows:

- PRELIMINARY EDIT PHASE I (Month One – 30 days): The PI submits the completed report, formatted using the ICT report template, to ictprojectmanagement@illinois.edu. **Reports that are not properly formatted or Section 508 compliant will be returned to the PI for reformatting and resubmission.** Note that extensions will not be provided if the report is returned solely for formatting issues. ICT will perform a technical edit of the report and return it to the PI for review and revision. The report template as well as additional useful documents and forms are on the [Report Editing Process](#) page.
- PI/TRP EDIT PHASE II (Month Two – 30 Days): The PI reviews the ICT technical edits, accepts/rejects changes, addresses all comments, and forwards the edited report to the project's TRP Chair(s) for review. The **TRP reviews and provides comments to the PI within 21 days of receipt.** The PI incorporates the feedback and returns the report to the TRP Chair for approval before sending the final version to ICT Project Management for final editing. **All discussion and updating of the final report between the PI and TRP Chair(s) should be complete at this time.**
- FINAL EDIT PHASE III (Month Three – 30 days): When the PI sends the final version of the report to ICT Project Management, ICT will obtain the Final Report Approval Form from the TRP Chair(s). **The TRP Chair(s) must sign the approval form prior to report publication.** Upon receipt of the approval form, ICT Project Management performs a final editorial review and publishes the report.

NOTE: The three-month report editing and review process must be built into your project timeline. That is, if your project ends on December 31, your report should be sent to ICT Project Management for editing no later than September 30.

9. **Obtain IDOT approval to release project information prior to publication of the final report.** IDOT requires 21 days to review the approval request. After 21 days, publication or public disclosure of non-confidential and non-patentable results in professional refereed or peer-reviewed journals or papers to be presented at professional meetings may proceed without interference. The publication or release of non-scholarly work products, any information that is deemed confidential by IDOT, or information which includes patentable results may not be published/released without IDOT's approval. If the scheduled time for presenting project information previously reviewed by IDOT does not permit formal review of a complete publication or presentation, notify IDOT of the scheduled presentation on the study and provide an abstract, presentation title, or agenda for the presentation. *All presentations and publications regarding research sponsored partially or fully by the IDOT-ICT IGA shall include the IDOT-ICT acknowledgement and disclaimer statements (available on the ICT website). Items not reviewed by IDOT must state IDOT has not reviewed the paper or presentation.*
10. **Comply with the terms of the current ICT Intergovernmental Agreement which IDOT approved July 2024:** This agreement can be found on the ICT website on the [ICT Resources and Guidelines](#) page.
11. **Comply with the current ICT Operational Guidelines:** The current guidelines can be found on the ICT website on the [ICT Resources and Guidelines](#) page.