ILLINOIS CENTER FOR TRANSPORTATION

Illinois Department of Transportation

**Principal Investigator (PI) 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; and should be consistent with the "ICT Request for Research Ideas" submission or RFP (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 an approval form 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. ICT will provide new PIs with a username and password to log on. Click on the new project title, then click on the **Edit QPR** button and complete or review the following sections: Personnel (add project team members, including co-investigators and students); Project Details (project tasks, the project description), and other information for accuracy.

4. **Conduct research as agreed upon with the TRP:** Notify the TRP if any problem develops during the project.

5. **Provide quarterly progress reports:** No later than the 14th of the month after the end of each calendar quarter, submit your project's online QPR to send it to the TRP chair for review and approval. ICT sends intermittent e-mails reminding PIs to fill out 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 (generally once per quarter, at least every 6 months) to provide project updates and answer TRP members' questions about the project. If you would like help setting up a virtual meeting, ICT can help facilitate this. Provide any presentations in advance to the Research Project Coordinator at ictprojectmanagement@illinois.edu.

7. **Write project report:** A final research project report in accordance with ICT guidelines is required to complete your project. Reports should fulfill project objectives set forth in the work plan, show adequate documentation, and be presented clearly and concisely; **the maximum page length is 75 pages (~35,000 words) not counting appendices**. Specific report writing guidelines may be downloaded from the ICT website. Complying with these guidelines will minimize publication delays. Six months and four months prior to your project end date, you will receive reminders from ICT to draft your project report.

8. **Submit project report to ICT for editing three months prior to project's end date:** 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.

A comprehensive technical edit of the report will be performed and returned 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 (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 (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). Upon receipt of the approval form, ICT Project Management performs a final editorial review and publishes the report. ***The TRP Chair(s) must sign the approval form prior to report publication.***

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. **To release project information prior to the final report being published, IDOT approval must be obtained. 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. Such presentations shall include a statement that the IDOT/ICT acknowledgement statement and disclaimer statement (available on the ICT website) in all publications and presentations regarding research sponsored partially or fully by ICT which states paper/presentation has not been reviewed by IDOT.*

10. **Comply with the terms of the current ICT Intergovernmental Agreement which IDOT approved July, 2017 and amended effective June 30, 2020:** 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.