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**Workplan Template for**

**ICT/IDOT Sponsored Research Projects**

*Please use the following format when submitting project workplans. Please use a font size no smaller than 10. Arial font with 1.5 spacing between lines is suggested.*

**Title of Project**

**(ICT R27-XXX)**

***WORKPLAN* – Dates XXX**

**PI Information (Name, Association)**

1. **Background**

*[Provide background related to the research topic.]*

1. **Research Objective**

*[Outline the objectives of the research project and explain the questions that will be answered by the research.]*

1. **Work Plan**

*[Include details of the research approach and strategy to accomplish the project objectives. Itemize the tasks to be completed, explaining in sufficient detail what will be done and what will be produced or completed with each task.]*

1. **Anticipated Research Results**

*[State the anticipated research results and deliverables.]*

1. **Expected Implementable Outcome**

*[Describe how the anticipated research results can be used to support the expected implementable outcome.* ***Include the following verbiage in this section:****]*

The final deliverables stated in Section 5 shall be incorporated into the Implementation Planning Worksheet (IPW). The IPW shall be updated throughout the research project by the IDOT Technical Review Panel, the principal investigator and the Bureau of Research as needed to define the deliverables. While all parties will collaborate on the IPW, the IDOT TRP chair and Bureau of Research have final responsibility for completion of the IPW. A copy of the IPW can be found in Appendix XX.

*ICT will add a blank IPW to the workplan once it has been converted to pdf.*

1. **Timeline**

*[A timeline of the research project’s tasks must be included in this section. Please include the three-month editing process for the final report in your timeline. Below is an example of a project timeline.]*

|  |  |  |
| --- | --- | --- |
| **Project Milestones** (assuming a January 1 Start Date, and a 2 year project) | 2023 | 2024 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| **1** | **Kickoff Meeting** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2** | **PI conducts Research** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3** | **PI writes DRAFT report**  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **4** | **PI Submits Final DRAFT report to ICT for editing** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **5** | **ICT Preliminary editing phase** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **6** | **PI/TRP editing phase** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **7** | **Final editing phase** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **8** | **Report Posted to ICT website** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | ***(Quarterly Progress Reports Due)*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | ***(TRP / PI Meetings)*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. **Itemized Budget**

*[Provide an itemized budget for the entire project, including the cost of personnel, consultants, subcontracts, equipment, materials, travel, overhead/indirect costs and cost share (match).*

*Each project must include a budget that clearly shows the portion of the total cost requested from IDOT/ICT (75%) and the matching funds/cost share (25%) required from the proposing agency. The indirect cost rate (also known as overhead or F&A) used for facilities and administration (F&A) cannot exceed 42.97% of the modified total direct costs. If a subaward is necessary for extra support from outside the proposing agency, please note that the subaward cannot exceed 50% of the total project budget without prior approval.*

*A part of the 25% cost share requirement may be fulfilled through the use of unrecovered indirect costs. Any organization outside of the University of Illinois system that plans to use unrecovered indirect cost to meet part of the required 25% cost share must submit a request for approval to IDOT/FHWA (Federal Highway Administration). ICT will assist with this request.*

Please refer to ICT’s budget templates when submitting a proposal to ICT: [UIUC Budget Template](https://ws.engr.illinois.edu/sitemanager/getfile.asp?id=599); [Subawardee Budget Template](https://ws.engr.illinois.edu/sitemanager/getfile.asp?id=600)

1. **Budget Justification (Narrative)**

*[Each project must include a budget justification that explains the itemized budget in narrative form. The budget justification provides sufficient detail so there is a clear understanding of how the project costs were calculated and why they are necessary. The narrative discussion of the project cost categories and related line items should be presented in the same order as they appear in the itemized budget. If the project requires the purchase of equipment or out-of-state travel or to in-state conference, please list and explain here.*

*Under the terms of our IGA, equipment is defined as any tangible or intangible product, having a useful life of* ***two years or more****, an acquisition cost of at least* ***$500****, and solely purchased for use in the IDOT/ICT project. Equipment purchased on IDOT/ICT projects is to be returned to IDOT at the conclusion of the project, unless otherwise agreed upon. Equipment purchases on IDOT/ICT projects must have pre-approval.*

*Travel expenses should include, but are not limited to, travel to TRP meetings, travel for testing / sampling, etc. Any out-of-state travel expenses or conference expenses charged to the project must have pre-approval.*

***Inclusion of equipment and travel expenses in the project budget and workplan does not meet the requirements for pre-approval. Signed, pre-approval request forms must be submitted prior to purchase of any equipment or travel meeting the above criteria to be considered allowable expenses on the project.***

1. **Appendices (if appropriate)**

*[Items such as personnel involved, previous work related to this project, abstracts of related projects, a bibliography, or list of references may be included here.]*