



OFFICE OF RESEARCH &
BEST PRACTICES

APPENDIX B

Program Development and Administration

Michigan Department of Transportation



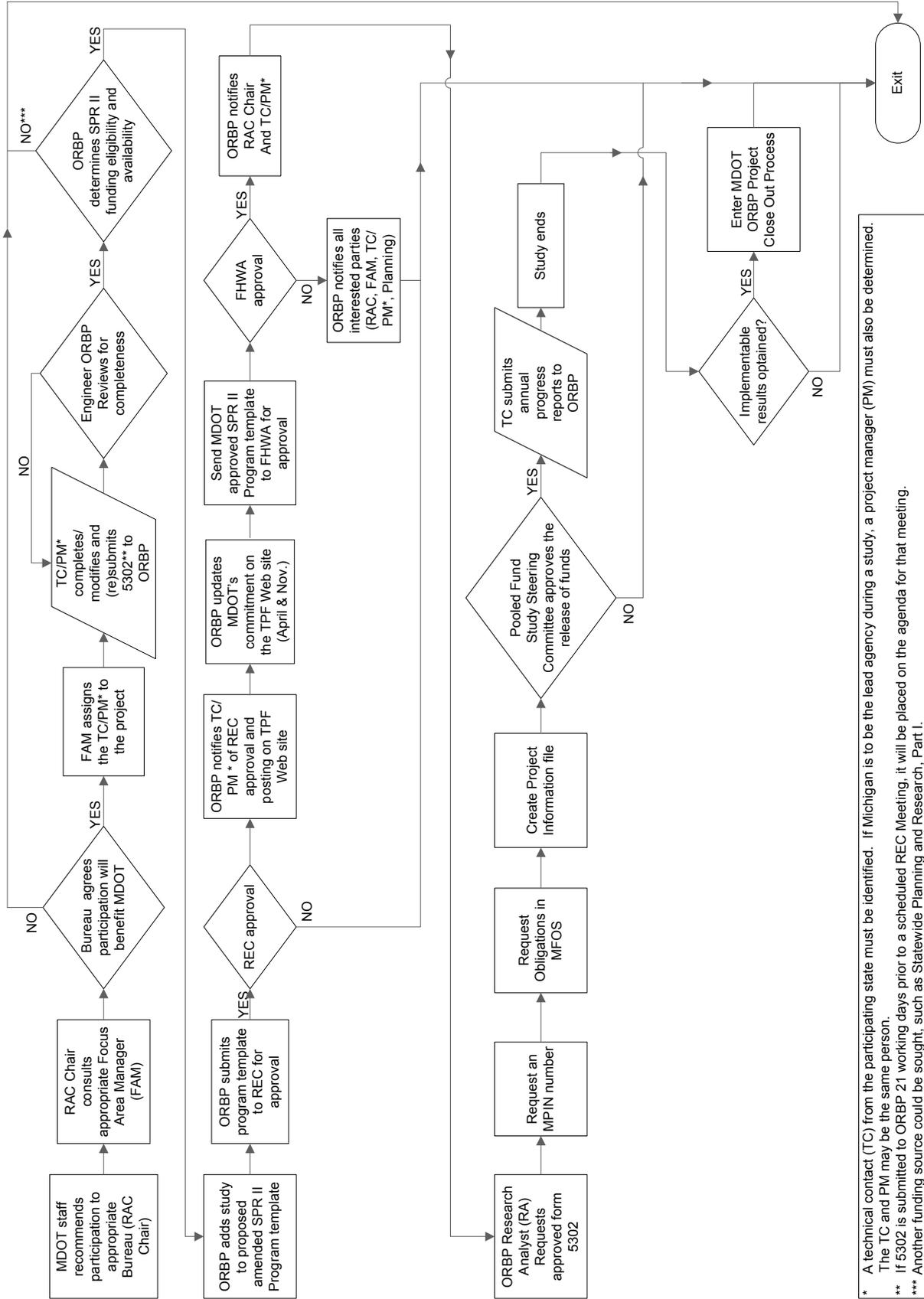
Michigan Department
Of Transportation
5302 (06/08)

Office of Research and Best Practices Procedure to Request Statewide Planning and Research, Part II, Money for Pooled Fund Projects Revised June 2008

The following procedure is required to request State Planning and Research (SPR), Part II, Program money for Michigan Department of Transportation (MDOT) participation in pooled fund studies.

- 1) Submit a written document, followed by an electronic version in Word format, to the Engineer of Research and Best Practices with the following information:
 - a) What is the name and focus area(s) of this pooled fund study?
 - b) Location of activity?
 - c) Who are the other participants?
 - d) Explain what MDOT's requirements will be to participate in this pooled fund study.
 - i) SPR, Part II, dollars.
 - ii) Dollars from other funds.
 - iii) MDOT staff participation.
 - iv) Duration of participation in what capacities.
 - v) Will out-of-state travel be required? If yes, please explain.
 - vi) Other considerations as applicable.
 - e) What is the expected result or end product?
 - f) Explain how this project outcome matches the strategic plan and goals of MDOT.
 - g) Explain how participation in this pooled fund will help meet MDOT's goals.
 - h) Explain how MDOT will be able to implement or incorporate the results from this pooled fund study.
 - i) What specific recommendation(s) do we anticipate at the project completion?
 - j) What implementation of data in terms of end results are we specifically looking for?
 - k) Do we anticipate the recommendation(s) from the research will have an impact on any existing MDOT specification(s), manual, etc.? If so; explain how. What are we trying to improve in regards to the specification(s), manual, etc.?
- 2) The Office of Research and Best Practices (ORBP) will review and explore the viability of the benefits to MDOT and SPR, Part II, fund availability for the project.
- 3) ORBP will prepare a comprehensive proposal incorporating the above submittal and specifying the financial impact to any and all currently approved projects, regardless of start date, as well as the overall SPR, Part II, Program budget if MDOT participation in this proposed pooled fund study is approved.
- 4) The Engineer of Research will present this comprehensive proposal for executive review and decision.

MDOT Office of Research and Best Practices
Pooled Fund Study Process
Developed by ORBP Team, June 24, 2008



* A technical contact (TC) from the participating state must be identified. If Michigan is to be the lead agency during a study, a project manager (PM) must also be determined. The TC and PM may be the same person.
 ** If 5302 is submitted to ORBP 21 working days prior to a scheduled REC Meeting, it will be placed on the agenda for that meeting.
 *** Another funding source could be sought, such as Statewide Planning and Research, Part I.

APPENDIX B: Program Development and Administration



Michigan Department
Of Transportation
5307 (05/08)

OFFICE OF RESEARCH & BEST PRACTICES TRANSPORTATION POOLED FUND STUDY ANNUAL REPORT FISCAL YEAR 2008

STUDY TITLE:

FUNDING SOURCE: SPR, Part II (____%) FHWA (____%) MFUNDS(____%) NCHRP (____%) OTHER (____%)

TECHNICAL CONTACT:

TPF #		MDOT START DATE	
JOB NUMBER		MDOT COMPLETION DATE (Original)	
ORBP NUMBER		COMPLETION DATE (Revised)	
LEAD AGENCY			
PROJECT MANAGER			
CONTRACTOR			

BUDGET STATUS

Total Budget		FY 2009 Estimated Budget	
TOTAL COST	(Original)*	TOTAL	
	(Revised)**		
EXPENDED FUNDS TO DATE***		SALARIES	
FY 2008 Budget		EQUIPMENT	(Expendable)
FY FUNDS	(Original)****	EQUIPMENT	(Non-expendable)
	(Revised)*****	TRAVEL	
FY EXPENDITURE		OTHER	
PERCENT COMPLETE (By Budget)		PERCENT COMPLETE (By Work)	

PARTICIPATING STATES

ABBREVIATE THE PARTICIPATING STATES. IF MDOT IS THE LEAD AGENCY, ALSO LIST THE CONTRIBUTION PERCENTAGE PER STATE.

(____%), (____%), (____%), (____%), (____%), (____%), (____%), (____%),

PURPOSE AND SCOPE

FISCAL YEAR 2007 ACCOMPLISHMENTS

FISCAL YEAR 2008 ACCOMPLISHMENTS TO DATE

FISCAL YEAR 2009 PROPOSED ACTIVITIES

JUSTIFICATION(S) FOR REVISION(S) (List the approval date for the revision(s))

SUMMARY OF THE IMPLEMENTATION RECOMMENDATION (Required the last year of participation)

- *The original authorized total budget amount of the study
- **The authorized total budget amount as revised, if applicable
- *** The project life to date expenditure
- ****The current fiscal year's original budget amount
- *****The revised fiscal year budget amount, if applicable