

## Chapter 1. Overview of Manual

This chapter describes the purpose of this manual and provides important information on its scope, distribution and use.

### 1.1 Purpose of Research

Michigan Department of Transportation (MDOT) conducts research in order to help fulfill its mission of “providing the highest quality integrated and transportation services for economic benefit and improved quality of life.” All research, development and technology activities described in this manual are selected, conducted and implemented toward accomplishing this mission. Specific areas of research addressed by MDOT are listed in Chapter 3 (“Research Program Development”).

### 1.2 Purpose and Scope of Manual

The federal Statewide Planning and Research (SPR) Program provides funding for transportation research and planning activities. Part II of the SPR Program requires that at least 25 percent of the annual apportionment be dedicated to research.

This Research and Implementation Manual describes the processes for conducting MDOT’s research, development and technology (RD&T) activities under the SPR, Part II, Program. Some structures and processes described here are modeled, like many other states, on the successful research management methods used by the National Cooperative Highway Research Program (NCHRP). However, many structures and processes are unique and designed to best meet Michigan’s needs.

This Research and Implementation Manual does not describe research processes for federally mandated research in Michigan called out in national transportation funding legislation (most recently, the federal act SAFETEA-LU), such as University Transportation Centers.

This manual replaces the July 2003 edition of MDOT’s Research Administration Manual.

MDOT’s SPR, Part II, Program research activities are managed by MDOT’s Office of Research and Best Practices (ORBP). The manual is published by ORBP as approved by the Federal Highway Administration (FHWA).

### 1.3 Federal Requirement

MDOT’s publication of its Research and Implementation Manual complies with federal rules for SPR, Part II, Program funding. According to the U.S. Electronic Code of Federal Regulations, Title 23 (“Highways”), Part 420 (“Planning and Research Program Administration”), Section 209, Paragraph b:

*Documentation that describes the State DOT’s management process and the procedures for selecting and implementing RD&T activities must be developed by the State. (CFR 23.420.209.b)*

See <http://www.gpoaccess.gov/ecfr/> for additional details on this code and federal compliance requirements.

## 1.4 Organization of Manual

This manual is organized into the following sections:

- Chapter 1. Overview of Manual
- [Chapter 2. Research Administration and Strategic Framework](#)
- [Chapter 3. Research Program Development](#)
- [Chapter 4. Research Project Management](#)
- [Chapter 5. Final Reporting](#)
- [Chapter 6. Implementation and Technology Transfer](#)
- Appendices

## 1.5 Distribution

This manual is distributed to the following stakeholders of the research program:

- MDOT Director
- MDOT Chief Operations Officer
- MDOT Chief Administrative Officer
- MDOT Engineer of ORBP
- MDOT ORBP Staff
- MDOT Deputy Directors
- MDOT Central Division Administrators  
(Contracts, Finance, Planning, Design, etc.)
- MDOT Region and Transportation Service Center  
(TSC) Managers and Project Development Engineers
- MDOT Library
- MDOT Project Managers
- FHWA
- Centers of Excellence Research  
Managers
- Principal Investigators at the  
research facilities
- University Contract Administration  
offices

An electronic copy of this manual is available on ORBP's Web site.

## 1.6 Updates and New Editions

Changes to this manual occur periodically and are documented as updates. Updates are distributed to all recipients listed above. The Engineer of ORBP conducts a comprehensive review of the manual and distributes a revised edition every three years.

## 1.7 Contacting ORBP

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