This guide provides information for a university to obtain a research right-of-way IDS permit. The permitting process is initiated by the university’s contracting authority taking the necessary steps to obtain a permit for each IDS contract. Contacting Joe Rios at 517-241-2103 to navigate through the permitting process is recommended.

Set up your Michigan Business One Stop Account by going to www.Michigan.gov/Business
1. First screen you get after you login. The “Operate my Existing Business” area is blank when first logged in. To create a work space, select “Go” in the “For Business” box.

2. Select the “Add my Existing Business” option and click “Next”.

![Image of the One Stop Home Page](image-url)
3. Governmental agencies, colleges, and universities select the fifth option: “I represent a foreign or out of state business which is not qualified; a government agency; an educational institution; a municipality; a Native American nation; or any other entity type not represented above that requires licensing or registration with the State of Michigan”. Click on the fifth option, then click “Next” button to move to next screen.

4. Click on “Accept” to indicate agreement and move on to the next screen.
5. Enter the university or college name followed by a hyphen and the word "Research". Then fill out the additional required fields on the screen. Select "Submit" button.
6. Verify your address and select “Continue”.

![Image of address verification screen]
7. Primary Business Information screen. Click in the box “Include this contact in e-mail notifications related to this business”. Click in the box “use principal address for mailing address”. Click on “Proceed to Step 2”. 
8. Select “Other” for Contact Type, Enter working business title and your birthday. Click on “Retrieve Principal Address”, then “Proceed to Step 3”.
9. Verify information and click on “Proceed to Step 4”.

10. Verify information and click on “Proceed to Step 5”.
11. Click on “Finish”.
12. A work space screen should appear. Click on “Add a Task” to add the “Right of Way Construction Permit (Highway Right of Way/Use)”
13. On the “Add a Task” screen enter the word “right” in the search field and the “Right of Way Construction Permit (Highway Right of Way/Use)” category will show on the list to be selected. Check the select box next to “Right of Way Construction Permit (Highway Right of Way/Use)” and click the “Add” button.

15. First Screen after the Construction Permit System task is added. Select “No” for the first question and “Applicant” on the second option. For the drop down list select “Governmental Agency” from the applicant type. Click on “Save and Go to Home Page”.

17. Click on “IDS” and answer “OK” on the popup box.
18. Fill out application by entering primary contact information (Contracting Authority Staff). Click on “Enter new primary contract” and information pertaining to the individual. A secondary contact can be entered - not required but recommended. Click “Next”.

19. Enter the Contract IDS number in the “MDOT IDS Contract Number” field (Ex: 20010216). Click “Next”.

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20. Verify the applicant info and check the box on the “I agree to Terms and Conditions” and click “Submit Application”.

21. The IDS application submittal is complete and MDOT will be notifying you via an email if the application has been approved.

Note: It’s recommended the contract administrator to delegate permitting authority. The contracting authority should delegate permit authority to each research project principal investigator within the Michigan Business One Stop website. It is recommended that a backup contracting authority also be set up. The contracting authority can delegate permit authority at this time when registering the University for the first time or return at a future time to add additional delegates for each authorization.