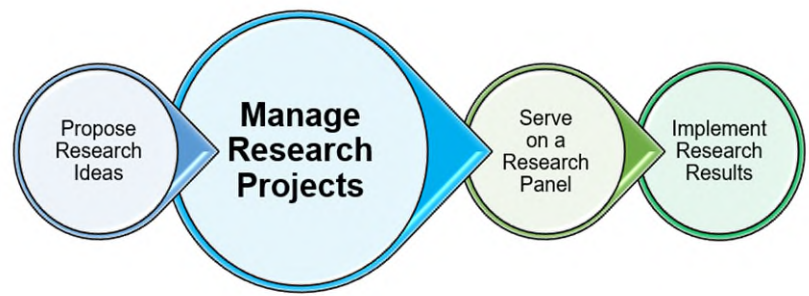




# AS A RESEARCH PROJECT MANAGER

## THE NEED

After a research project is approved by MDOT leadership, a Project Manager (PM) is selected to oversee the project in a leadership capacity. Typically, the PM is the subject area expert for the research topic.



Stages and roles in research.

## THE ROLE

- Draft the problem statement for the project to solicit requests for proposals (RFP).
- Recommend members to participate in the Research Advisory Panel (RAP) for the research project.
- Review submitted proposals and lead the vendor (researcher) selection team.
- Assist in initiating the contract (authorization) and any subsequent modifications.
- Manage project costs, schedule, and scope.
- Schedule RAP meetings and lead the RAP.
- Contact region about any fieldwork in State right-of-way, direct PI to obtain permit, and determine if traffic control is necessary for any fieldwork.
- Review and coordinate RAP review and acceptance of project deliverables.
- Review and accept and/or reject vendor invoices and provide necessary corrections.
- Submit project updates for the Federal Highway Administration (FHWA) annual report.
- Complete the vendor evaluation at the close of contract.
- Recommend implementation measures based on research results.

## ABOUT MDOT RESEARCH ADMINISTRATION

Research Administration or RAd supports transportation research across the entire MDOT department in a variety of different focus areas. RAd's research program includes individual research projects, national programs, pooled fund studies with other states, and multiple research "Centers of Excellence".

## OUR MISSION

Supporting and promoting innovative research and encouraging its implementation for safe, sustainable, and cost-effective transportation solutions that keep Michigan moving.

## LEARN MORE

For more information about RAd, see the [Research and Implementation Manual](#). To identify specific focus area manager (FAM) experts in the department, see the [Research Committee Structure](#).