



Pacific Northwest Transportation Consortium

2016-2017 Funded Projects
PI Information Meeting



Meeting Agenda

- Period of Performance
- Required Documents
- Semi-Annual Reporting
- Final Project Report
- No Cost Extensions
- Other Requirements
- Summary of Target Dates



Performance Period

December 16, 2016 – January 31, 2018

Required Documents by January 31, 2017:

- Letter(s) of local match fund commitment equal to the federal funding for this project.
- Signed Statement of Agreement
- Hot sheet materials
 - One photo of you, the PI
 - Two to three “project photos”: these can be stock photos, photos of lab equipment that will be used, or photos from previous research projects that share the same subject area. (*stock photos must be purchased*)
 - One to two paragraphs of background on the subject area
 - One to two paragraphs about the specific research you will be doing in this subject area.



Semi Annual Reporting

All research projects have semi-annual reporting periods. As Principal Investigator (PI), you are required to report project progress and expenditures on a semi-annual basis. The reports consist of:

- 1. Research Progress Performance Report**
- 2. Budget Activity Report**

Templates of the forms are also available on our website at:

<http://depts.washington.edu/pactrans/research/reporting/>



Final Project Report

A draft final research report is due two months before the project end date or approved completion date.

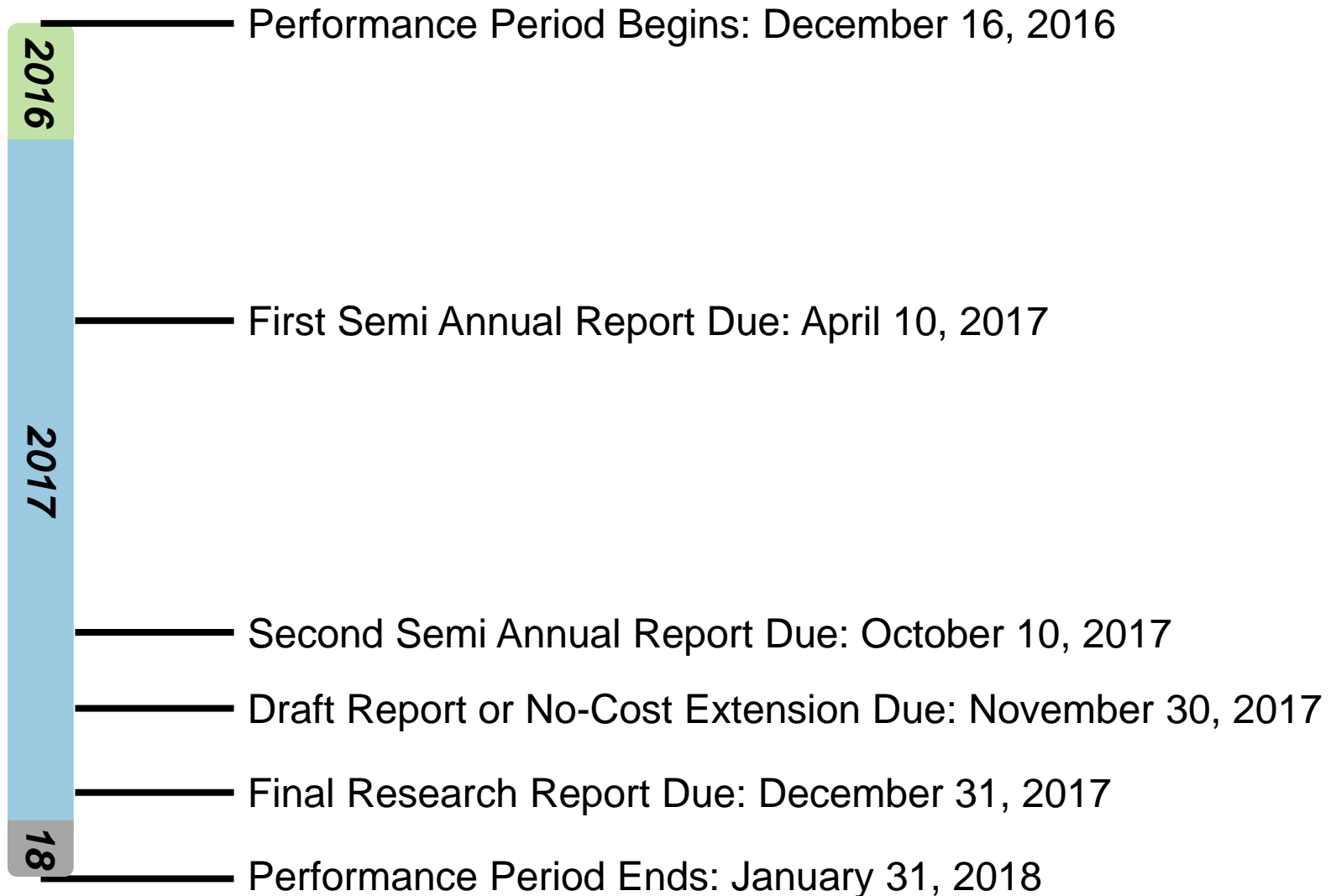
The report will be reviewed by a panel of reviewers and will be returned to the PI to address report issues if any.

The final research report will be due to PacTrans **one month before the project end date or approved completion date.** Reporting template is available on our website at PacTrans.org

<http://depts.washington.edu/pactrans/research/reporting/>



Performance Period





No-Cost Extensions

All projects are expected to complete on time. In exceptional cases with enough evidence showing more time is needed, the PI needs to apply officially for a no cost extension. PacTrans will review and make a decision in two weeks.

NO COST EXTENSION request must be received by the PacTrans BOD no later than 60 days before the project end date using the form provided at the PacTrans Website

<http://depts.washington.edu/pactrans/research/reporting/>



Other Requirements

Attendance to Annual Conference: PIs or their representatives are required to attend the annual PacTrans regional conference and present research findings. Students funded by this grant are required to participate in the annual PacTrans Regional Student Conference. Travel cost to the PacTrans Regional Conferences must be included in the project budget.

PIs are expected to be familiar with the following US DOT-OSTR reporting and provisions on PacTrans website:

Grant Deliverables and Reporting:

<http://depts.washington.edu/pactrans/research/reporting/>

Grant Provisions: <http://depts.washington.edu/pactrans/research/reporting/>

Technology Transfer Plan on Research Outcome: To facilitate technology transfer, at least one deliverable should be designed for technology transfer. It could be a video, website or a presentation file. Technical report cannot serve for this purpose.



UTC Reporting Requirements

Program Progress Performance Report

- Peer Reviewed Journal Articles
- Book Chapters and Edited Manuscripts
- Conference Papers/Presentations
- Lectures/Seminars/Workshops/Invited Talks
- Inventions, patent applications (must include PacTrans Grant No), and/or licenses
- Other products

Annual Performance Indicators Report

- Graduate Students Supported
- Attendance at summits, conferences, seminars, and workshops
- TRB committee membership and leadership roles



Thank You!

Questions?