

# WASHINGTON STATE DEPARTMENT OF TRANSPORTATION RESEARCH CONTRACT SCOPE OF WORK PREPARATION GUIDE

## **PURPOSE**

This guide is intended to help researchers prepare a document detailing the research objective, scope of work/work plan, budget and schedule that is needed for incorporation into a research contract/agreement.

## **PROBLEM STATEMENT & BACKGROUND**

This section should be a clear and concise statement covering the problem to be solved by the proposed research.

## **GOALS & OBJECTIVES**

This section should state the technical objectives and goals upon which the researcher's efforts will be focused. The objectives should clearly and concisely identify what products the researcher seeks from the research.

## **DELIVERABLES**

Provide a list of products that will be delivered to WSDOT during the contract. This might include draft reports, final reports, computer programs, photos, slides, video tapes, equipment, visual aids, physical models, databases, documents, presentations, data, etc. At a minimum, the following documents will describe the research and its results (descriptions of content and format are detailed in *WSDOT Research Report Guidelines*):

- draft report,
- final report,
- a one-page summary, and
- progress reports.

## **WORK PLAN & TASKS**

This section should *completely describe* the plan or approach the researcher intends to use and specify how the researcher will structure and perform the research to meet each research objective. The format of this section shall be divided into major tasks. The researcher shall address how each task will be carried out. Give each task a number and a title, followed by a brief description of what each task will entail and the deliverable work product.

**PROJECT STAFFING**

This section identifies the percentage of effort by each person on the project, as it relates to the work plan. The table should reflect staff *time* (by hours) and by percentages. A table showing the allocation of staff time by task is required. Use the examples below to show allocation of staff time by task:

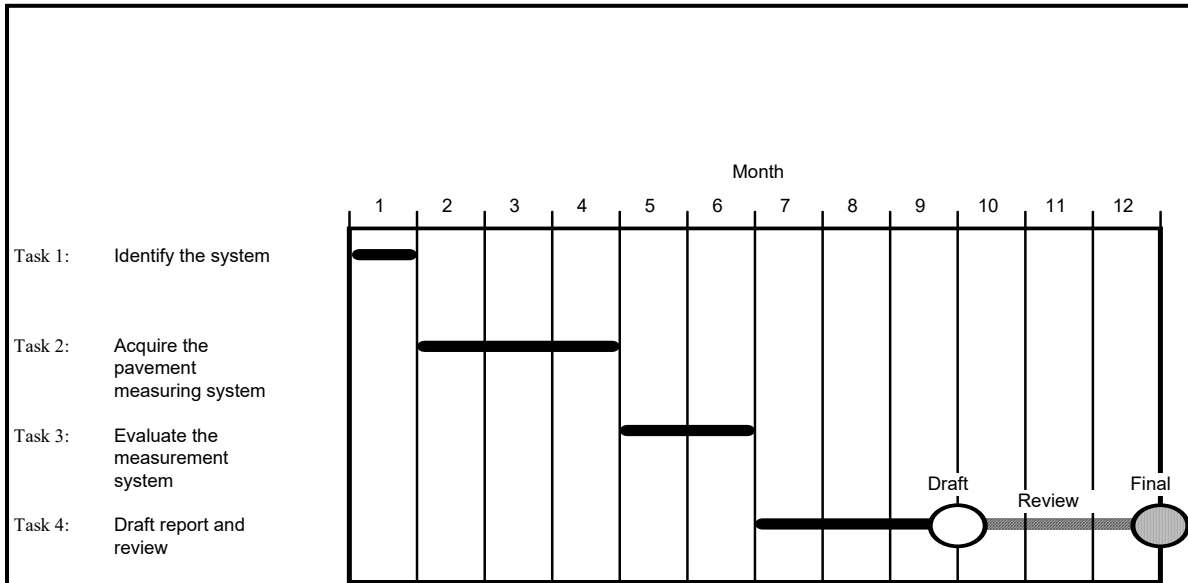
**Table 1. Project Staffing**

Staff	Role in Study	Task					Total	Percentage of Time vs. Total Project Hours (total hrs./person/total project hrs.)	Percentage of Time: Annual Basis (total hours/person/2088 hrs.)
		1	2	3	4				
Professor 1	Principal Investigator (PI)	50	50	50	50	200	20%	10%	
Professor 2	Co-PI	25	25	25	25	100	10%	5%	
Graduate Student 1	Lab Testing	200	100	200	50	550	56%	26%	
Graduate Student 2	Analysis	20	20	20	50	110	11%	5%	
Editor	Report prep., editing, and review	5	10	5	10	30	3%	1%	
Total		300	205	300	185	990	n/a	n/a	

**PROJECT TIME SCHEDULE**

Please provide a schedule by month and task. Identify start and end dates. The overall schedule should allow for the review process, as shown in the following table:

**Table 2. Project Time Schedule**



**BUDGET ESTIMATE & SPENDING PLAN**

The budget should show the estimated cost for the full term of the research project, the current fiscal year and each subsequent year. The state fiscal year runs from July 1 to June 30. Payment is on a cost reimbursement basis, not to exceed the cost indicated in the proposal.

The budget may include but not be limited to the following:

- Salaries for professional and support personnel
- Subcontracts
- Overhead and indirect costs
- Benefits
- Travel (both in-state and out-of-state), Out of state travel that is not identified in the budget will require prior approval by the Research Manager
- Inventory of equipment (purchase and/or rental)
- Special services (where applicable)
- A supplementary tabulation showing the total cost by sources of funds where financing includes more than federal and state matching funds.

(Remember to figure each fiscal year separately, e.g., FY 2017, FY 2018, Total.)

An estimated initial spending plan by quarter (Jan – March, April – June, July to Sept., Oct – Dec.) shall be submitted. Spending plans assist WSDOT, the Office of Financial Management, and the State Treasurers Office with cash flow for investment purposes and ensure that agencies do not overspend their budget authority. Updates may be requested by WSDOT throughout the course of the research project.

The example below shows a budget (Table 3) and Spending Plan (Table 4) for an \$85,000 research project that starts in January of 2017 and ends in September of 2018.

**Table 3. Proposed Budget by Task and Deliverables.**

Task	Amount
Task 1: Description	\$ 15,000.00
Task 2: Description	\$ 30,000.00
Task 3: Description	\$ 25,000.00
Task 4: Description	\$ 15,000.00
Total	\$ 85,000.00

**Table 4. Proposed Spending Plan by Quarters**

YEAR	1 <sup>ST</sup> QUARTER	2 <sup>ND</sup> QUARTER	3 <sup>RD</sup> QUARTER	4 <sup>TH</sup> QUARTER
2017	\$10,000	\$10,000	\$10,000	\$10,000
2018	\$15,000	\$15,000	\$15,000	