

FAQ | Call for Proposals Submission

Based on questions we have received for TDOT's Call for Proposals, please see the questions and answers below to assist in clarification. If you have any further questions that are not addressed here, please use the "Questions" function in the WebGrants application system.

General:

1) Can you be a PI and/or Co-PI on more than 4 projects?

- a. You can be the Lead PI on only 4 projects. There are no limits on being a Co-PI. We do this to ensure that researchers will not be spread too thin as managers of projects.

2) Once we get access to a dataset for a project, can we use the data for another research project?

- a. This depends on the data received. Some third-party contractors have contractual limits with how their data can be used. Should you get access, you will need to check with the appropriate TDOT staff to ensure you can use the data for any other purposes.
- b. Additionally, datasets that are used for other projects will require acknowledgement of TDOT's contribution to the work; we will be enforcing this more readily with our new publication standards in the coming year.

3) Should we build any contingencies into our timelines (i.e. Final Reports, Late Starts for Contracts)?

- a. Changes to the contract do not need to be anticipated through proposals. Our Office will handle issues that arise from this and inform you, as the Lead PI, in how we will resolve any timeline issues during the course of the project.
- b. Final Report drafts are now required at 90-days before the end of the project. We would expect this to be considered as part of all proposals.

4) Could you please explain a little on what we should include in the proposal submission when we have one co-PI from another university who is out of state?

- a. There is a section in the proposal narrative requesting information about your team and what tasks they would be responsible for. Please include a short description about your Co-PIs here.
- b. Co-PIs should provide 2-page CVs in the Additional Documentation section.
- c. In the budget justification, a brief description about the out-of-state Co-PIs requested funds should also be provided

5) Where else can I find questions about the Call for Proposals?

- a. Besides the FAQ page, questions can also be found in the WebGrants system. These are questions that have been specifically submitted through the listed Funding Opportunity. To find it, click the funding opportunity in WebGrants and scroll to the bottom of the description.

Additional Documentation:

6) Are CVs two pages per person or two pages total?

- a. Two pages per person.

7) Should CVs be an appendix to the proposal?

- a. No, this is a separate area of the WebGrants application. This is also reviewed in the video tutorial with greater detail.

Budgets:

8) Is there a required overhead percentage of the budget?

- a. For public universities, TDOT uses an agreed upon 15% rate that is negotiated with the Tennessee Board of Regents. Private universities are not subject to this requirement but should consider what competitive overhead rates they can use with their administrative offices.

9) Are the budgets listed in the RRFPs strict?

- a. They are not, but as this is a competitive process, all submissions should consider the aspects that will set their projects apart. Projects that are above the suggested budget may be less viable for budgetary reasons.

10) Should a subcontractor be approved before submission of the proposal?

- a. Subcontractors do not need to be approved prior to submission of the proposal, but TDOT will need to approve all subcontractors before approving the contract.

11) Does this also include subcontractors that are other Tennessee Universities or institutions?

- a. Yes, TDOT reviews all subcontractors for issues relating to conflicts of interest and other pertinent information to the agency.

12) Are subcontractors included as part of the budget for approval?

- a. Yes, and detail about subcontractors and any conflicts of interest should be presented up-front to TDOT through the budget justification if needed or requested.

Deliverables and Milestones:

13) Can literature reviews be included as a deliverable?

- a. We do not recommend this as literature are required for final reports. Hence, they will be included with the final report deliverable. Deliverables should consider standalone items that will make your proposal unique.

14) Is there a page-limit on the Deliverables and Milestones Section?

- a. This section has changed from years past. The Deliverables and Milestones section has moved to be an integrated part of our WebGrants system. These aspects of a project will be mapped into any grants in the system for use in progress reporting for new projects. DO NOT ENTER THIS INFORMATION INTO THE PROPOSAL TEMPLATE.
- b. Please refer to the video tutorial for more information.

Proposal Template and Proposal Narrative:

15) Do references count in the 7-page limit?

- a. No, they should be included at the end as they would in a report or for any other academic work. They should also be properly cited in the proposal.

16) Does the title page count toward the 7-page limit?

- a. No.

If you have further questions, please submit them through the WebGrants application system.

If you have issues registering for WebGrants or with other WebGrants application access, please contact TDOT.Research@tn.gov.