Full Proposal Submission Instructions/Guidelines
2010-2011

Full Proposals Due: December 14, 2009 by 5:00 PM
(E-mail to CMS Center Coordinator at iaviles@ce.ufl.edu)

Notice of Award: Funding announcements will be made mid to late February 2010

Preparation of Full Proposal Form

2. If matching funds are claimed, source commitment letters are required at this time and must be included with the Full Proposal Submission Form. Awards claiming matching funds will not be released without commitment letters.
3. If a modification to the initial budget is required, complete and re-submit the updated budget. If no modifications to the budget were required, simply re-submit original budget sheet.
4. DSR-1 (signature page) required at the time.

Submission Instructions

Submit the completed Full Proposal Submission Form with budget and justification by 5 PM on December 14, 2009, via e-mail to Center Coordinator (Ines Aviles-Spadoni) at iaviles@ce.ufl.edu.

What to Expect

1. An e-mail confirmation indicating receipt of the full proposal packet.
2. All full proposals will be sent to 3-4 external reviewers. External reviewers will include representatives from academia, USDOT and FDOT. Reviews will be confidential. Final decisions will be made by the CMS Project Review Board.
3. You will be notified in February 2010 (via e-mail) of the CMS’s final decision on your proposal. If your proposal has been selected, you will be sent a formal letter, which will outline further instructions for processing the award.

Information on Project Monitoring

1. The list of all CMS funded projects will be posted on the CMS Web site within one month after project selection and submitted to the Transportation Research Board’s (TRB) Research in Progress (RIP) database (http://rip.trb.org/).
2. The PI of each project will be responsible for preparing and submitting quarterly reports detailing the progress of the project in terms of schedule and budget. These reports will assist the CMS with the reporting requirements of the Research and Innovative Technology Administration (RITA). The reports should also include electronic copies of papers submitted to journals or conferences that relate to the CMS funded project.
3. CMS expects that findings be published in refereed journals and presented at meetings or conferences. Findings from all CMS-funded research will also be presented by faculty and students at the CMS Annual Conference, which will be part of the annual External Advisory Board (EAB) meeting in March of each year.
4. PIs will produce and submit a draft of a final report to the CMS Project Review Board using the CMS style guidelines, which are posted on the CMS Web site. This draft final report will be peer-reviewed by up to four reviewers, including one USDOT and one FDOT reviewer. When applicable, at least one representative of the matching/partner entity will be asked to provide a peer-review of the draft final report. PIs will be responsible for incorporating peer-review comments into the final report. A PI’s performance with respect to schedule and budget will be considered in future funding decisions. Final reports will be reviewed by the CMS center coordinator to ensure standard formatting requirements are met. When a report is produced as part of a joint effort, CMS will work with the matching/sponsoring entity to ensure that the report will meet the requirements of all partners. All final reports will be posted on the center’s Web site.

5. The final report will be reviewed by an editor to ensure that formatting standards are met. All final reports will include the RITA disclaimer and be posted on the CMS Web site. The CMS will also provide the Transportation Research Information System (TRIS) with the URL of the full text report for transmittal to the National Transportation Library (NTL). Copies of the report will be sent to RITA.

**Contact Information**

For more information, contact the following CMS personnel:

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