

SPR ACTIVITIES TIMELINE

Milestone A	Establish Research Needs	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1	Brainstorming Session at Transportation Research Day	Mid Oct.											
2	TRB Research Needs Statements Database	Begin											
3	External/Internal Problem Statement Solicitation	Late Oct.	Due by 30th										
4	Categorization and Combination of Statements		As they are submitted										
5	Refinement of Problem Statements		As they are submitted										
6	Literature and Database Searches (TRIS,RIP, Pooled Fund Studies,...)		As they are submitted	Due by 31st									
7	Distribution of Problem Statements w/References to ODOT RAC				Early Jan.								
8	ODOT RAC Meeting #1 - Research Problem Statement Review				Mid Jan.		RAC Mtng. #1: Problem Statement Review						
9	Compile Reviews and Ratings				.								
10	Prioritization & selection of Problem Statements (RNS entries)				.								
11	Selection of Problem Statements by Executive Committee - ODOT Senior Staff Concurrence				ASAP								
12	Postings and Notifications for RFPs (Submission Forms/Guidelines)					Mid Feb.							
13	Formation of ODOT Division Sponsor & Subject Matter Category Committee - (Project Steering Committee)												
Milestone B	Selection/Approval Proposals	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1	Proposals Submitted (In Phases of 1yr or less) w/Sponsoring Division Letter					As they are submitted		Due by 30th					
2	Distribution of Proposal to Sponsor & Project Steering Committee for Review & Comment to presnt to RAC Meetind #2					As they are submitted							
3	Distribution of Proposals w/References & Steering Committee Comments to ODOT RAC							As they are submitted	As they are submitted				
4	ODOT RAC Meeting #2 - Research Proposal Review		RAC Mtng. #2: Proposal Review						Mid May				
5	Compile Reviews and Ratings								.				
6	Prioritization of Proposals - approval/disapproval								.				
7	PI Proposal Revisions									Due by 30th			
8	Division Approval with Project Engineer or Subject Matter Expert Assignment										Due by 15th		
9	Selection of Proposals by Executive Committee - ODOT Senior Staff concurrence										ASAP		
Milestone C	Federal Approval	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1	Federal SPR Work Plan Preparation				Begin						Due by 15th		
2	Submission of SPR Work Plan - FHWA concurrence											Due by 15th	
3	Federal SPR Work Plan Approval (RIP entries)												Begin
Milestone D	Execution of Contracts / Agreements	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1	Generate Agrmt., Agrmt. Modification, or Time Extension, etc. w/Proposal attached									Start early June	End July 15th		
2	Distribute for ODOT P&R Review (Milestone D, Step 1)									As they are completed	Due by 31st		
3	Transmittal to Contractor (Milestone D, Step 1)											Mid August	
4	Contractor Signatures (Milestone D, Step 1)											As they are submitted	Due by 15th
5	Contract Execution and Project Setup - ODOT Signatures											As they are submitted	Due by 30th
6	Transmittal of Contract Package to contractor (Legal Documents, Administration Forms and Guidelines)												Due by 30th
7	Contract "In System" Date - FY SPR Tracking Spreadsheet												Due by 30th
Milestone E	Project Administration	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1	Project Initiation Meeting - w/Project Panel Members & PI	Schedule		Complete									
2	Invoices w/Progress Reports Processing (Compliance / % complete)	As they come in											
3	Annual Project Status / Draft Final Reports Submittal	Due by 31st											
4	Engineering, Doc & ADA Review of Annual, Draft Final or Phase End Reports	As they come in											
5	Project Panel Member Comments for Report Revisions		Due by 30th										
6	Distribution of Final or Phase End Report w/Revisions			Due by 31st									
7	Final Invoices for FY Closeout			Due by 31st			Due by 31st w/ 3 mo. Ext.						