# [Replace this text with Project Title]

## Principal Investigator

|  |  |
| --- | --- |
|  | **[Name]** |
| Department | [Department] |
| Phone | [Phone] |
| Email | [Email] |
| ORCID | [ORCID, if known] |

## Other Key Academic Participants

|  |  |  |  |
| --- | --- | --- | --- |
|  | **[Name]** | **[Name]** | **[Name]** |
| Department |  |  |  |
| Phone |  |  |  |
| Email |  |  |  |
| ORCID |  |  |  |

## Type of Proposal

[Pick one, delete others and this line.]

* Applied Research
* Translational Research
* Research Synthesis

## Total Direct Cost Requested

* $[replace this text with amount rounded up to whole dollar]

## Specific Priority Area(s) Addressed

[Keep any that apply, put in order of degree of relevance, then delete others and this line.]

* Transportation Equity
* Travel Behavior
* Workforce and Economy
* Public Transit and Shared Mobility
* Advanced Technologies, Communications Systems, and Data
* Freight and Goods Movement
* Vehicle Electrification
* Transportation Infrastructure and SB-1 Implementation
* Safety
* High Speed Rail
* Other: [specify]

## Abstract

[Replace this text with up to 200 words.]

## Keywords

[Replace this text with up to 5 keywords.]

## External Stakeholder(s) Information

[If you are naming Caltrans, CARB, and/or CEC as an external stakeholder, then list no more than 2 contacts at each organization you plan to work with, and no letter of support is required. If you are naming any other stakeholder then please list the organization, name and contact information for the signee of the letter of support. The letter will be attached later in the proposal.]

### Is this a collaborative proposal with another UC ITS or non-ITS campus?

[Answer yes or no. If yes, name the campus and PI name and PI title.]

**Are there other sources of secured or anticipated funding supporting the proposed research?**

[Answer yes or no. If yes, describe the other funding source(s).]

Does the proposed project build upon completed and/or current research projects funded through this program in a prior year?

[Answer yes or no. If yes, briefly describe the connection.]

# Table of Contents

[Proposal Narrative 1](#_Toc67385907)

[Problem Statement 1](#_Toc67385908)

[Proposal Summary 1](#_Toc67385909)

[Expected Impact 1](#_Toc67385910)

[Equity Considerations 1](#_Toc67385911)

[Research Design 1](#_Toc67385912)

[Products and Deliverables 1](#_Toc67385913)

[Scope of Work 2](#_Toc67385914)

[Budget 3](#_Toc67385916)

[Project Budget 3](#_Toc67385917)

[Budget Justification 3](#_Toc67385918)

[Staffing and Collaboration Plan 5](#_Toc67385919)

[References 6](#_Toc67385920)

[CV for the PI and Co-PI(s) 7](#_Toc67385921)

[Letters of Support 8](#_Toc67385922)

[Letters of Participation and/or Commitment 9](#_Toc67385923)

# Proposal Narrative

## Proposal Title

[Repeated from top of page 1.]

## Problem Statement

[Up to 200 words.]

## Proposal Summary

[Up to 300 words.]

## Expected Impact

[Up to 300 words.]

## Equity Considerations

[Up to 300 words.]

## Research Design

[Up to 1,500 words. This section is only required for applied research proposals.]

## Products and Deliverables

[Up to 500 words.]

# Scope of Work

[1-2 pages. Edit the Sample Scope of Work and Task Schedule below as needed.]

## Sample Scope of Work

### Task 1: Literature Review

[We will begin with a review of the literature…]

### Task 2: [Additional Task]

[A brief description of the task…]

### Task 3: [Additional Task]

[A brief description of the task…]

### Task 4: Final Deliverables (required)

[We will produce a final report using the SB 1 report template for my campus, policy brief following SB 1 guidance, etc…. List all deliverables here.]

### Task 5: Engagement Task (required)

[We plan to share results of our work with << describe target audience>> by presenting at a meeting, via webinar, briefing, conference, etc.>> ]

### Task Schedule with Work Products

[This can be a simple list, timeline, or Gantt chart. For example:]

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Task** | **Description** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| 1 | Literature Review |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 | Final ReportPolicy Brief |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 | Webinar |  |  |  |  |  |  |  |  |  |  |  |  |

# Budget

## Project Budget

|  |  |  |
| --- | --- | --- |
| Budget Category | Subtotal | Total |
| PERSONNEL |  | $[amount here] |
|  Faculty | $[amount here] |  |
|  Staff | $[amount here] |  |
|  Students | $[amount here] |  |
| TRAVEL |  | $[amount here] |
| MATERIALS AND SUPPLIES |  | $[amount here] |
| EQUIPMENT |  | $[amount here] |
| CONSULTANT/SUBAWARD |  | $[amount here] |
| OTHER DIRECT COSTS |  | $[amount here] |
|  Other (list) | $[amount here] |  |
|  Other (list) | $[amount here] |  |
| **TOTAL** |  | **$[amount here]** |

## Budget Justification

[Refer to the RFP for budget guidance.]

### Personnel (Salaries and Benefits)

[List all personnel with roles and effort on project.]

### Travel

[List all anticipated travel with cost estimates.]

### Materials and Supplies

[List all anticipated expenses.]

### All other categories

[List all anticipated expenses.]

# Staffing and Collaboration Plan

[Not to exceed 1 page.]

# References

[Optional.]

# CV for the PI and Co-PI(s)

[Insert CVs here.]

# Letters of Support

[If applicable.]

# Letters of Participation and/or Commitment

[If applicable.]