



## Alabama Department of Transportation (ALDOT) Research Template Instructions

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**Objective:** The purpose of this template is to keep accurate and real-time yearly data for each active research project approved by the ALDOT Research Advisory Committee. This template is included in the ALDOT's Work Program - End of Year Research Report that is required by the Federal Highway Administration.

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**Instructions:** The template must be typed and submitted electronically to **Ms. Kidada Dixon, State Research and Development Engineer (Bureau Chief)** at [dixonk@dot.state.al.us](mailto:dixonk@dot.state.al.us). (Copy: Mr. Calvin Smith at [smithcal@dot.state.al.us](mailto:smithcal@dot.state.al.us)). **Submit in Microsoft Excel.**

The template is separated into 2 parts and must be completed at 2 different times during the year:

**Part I** (*blue highlight section only*) - summarizes the project objectives and expected deliverables. Tasks should come from the research proposal submitted to ALDOT for approval and funding consideration. This includes:

- Specified Period of Performance (i.e. start and end dates) and total months
- Total Proposed-Project Funding
- Assigned ALDOT Research Number AND Project Name [located on the issued Letter of Direction]
- Purpose and Scope for the *upcoming* fiscal Year (FY)
- Proposed Activities for *upcoming* fiscal year (FY)
- Financial Total: Projected Cost for the *upcoming* fiscal year (FY)
- Contact Information - should contain the following:
  - Primary researcher's name, affiliated university, university's address, office telephone number and university email address

**Part I is due upon receipt confirmation from ALDOT, Bureau of Research and Development that the proposal was received.**

**Part II** (*green highlight section*) - summarizes the accomplished or achieved tasks identified in the ALDOT-approved research proposal during the *past* fiscal year. This section **must** be completed. If there were no accomplishments, then it should be clearly stated along with an explanation. This includes:

- Accomplishments During the *past* fiscal year – see explanation above
- Performance Percentage of Budget Section: Accomplished Work in current fiscal year =  
$$\left( \frac{\text{Tasks completed in current fiscal year}}{\text{Total number of tasks identified in the project}} \right) * 100\%$$

**Note: Part II is a continuation of Part I, therefore all sections (blue highlight section) referenced in Part I should be completed and shown.**

**Part II is due no later than October 15<sup>th</sup> to ALDOT, Bureau of Research and Development.**  
Please contact the Bureau of Research and Development at (334) 353-6940 with any questions.