

Research-template Instructions

The purpose of this template is to keep accurate and real-time yearly data for each active project approved by the Research Advisory Committee. Once completed, this document will be an accurate, concisely-detailed synopsis which remains only one page long---with all text visible. The template is a combination of two parts and must be completed at two different times during the year--- each August and each November. Each template is for a single fiscal year.

The first sections of the template must be completed and submitted by August 15 in which the PI must fill out seven blue-shaded items (“**PURPOSE AND SCOPE**”, “**PROPOSED ACTIVITIES**”, etcetera). August submittals allow the next fiscal year’s work plans to be documented prior to the actual performance of the work. The only exception being the very first submittal prior to the initial start of the project’s performance. Instead of the customary August due date, this very first submittal is due as soon as is possible...in order to obtain authorization to begin work. The very first submittal for any project is prior to the project’s specified Period of Performance start date. For the entirety of a project’s template submittals, the blue-shaded item, “**PURPOSE AND SCOPE**”, remains verbatim copy from the very first submittal. Over the life of the project, the blue-shaded item, “**PROPOSED ACTIVITIES**”, typically changes from one fiscal year to the next but, however, must remain verbatim on the two submittals that reference any single fiscal year.

The second sections of the template must be completed and submitted by November 15 in which the PI must fill out two green-shaded items (“**ACCOMPLISHMENTS**”, and “Accomplished Work”).

Note that the green-shaded item, “Accomplished Work”, is the PI’s best approximate percentage of the amount of work that was done in the last fiscal year, toward the completion of the entire project; independent of time and cost.

November submittals are always after the completion of the template’s referenced fiscal year. The only exception being the very last submittal at the end of the project’s life. Instead of the customary November due date, this very last submittal is due in the same timeframe as the final invoice --- (i.e. within thirty days of the project’s completion).

To ensure legibility, these biannual documents must be completed and returned digitally each fiscal year for each active project to Mrs. Kidada Dixon, Research and Development Bureau Chief, dixonk@dot.state.al.us, and Mr. Virgil Clifton, Assistant Research and Development Bureau Chief, cliftonv@dot.state.al.us.