

POLICIES AND PROCEDURES
NEW ENGLAND TRANSPORTATION CONSORTIUM

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POLICIES AND PROCEDURES
NEW ENGLAND
TRANSPORTATION CONSORTIUM (NETC)

I. INTRODUCTION

The NETC was formed as a regional approach to developing innovative solutions to common transportation problems among the New England states. Its purpose is to pool the financial, professional and academic resources of the region and to use them to research and develop improved methods of dealing with common problems in the planning, design, construction, maintenance, rehabilitation, reconstruction, and operation of transportation systems in the participating states. The program is intended to supplement, not to replace, ongoing state and federal research activities and other national programs such as NCHRP. To this end, a Memorandum of Understanding establishing NETC has been consummated. It is appended hereto.

II. NETC PROCESS

The changing needs of society, as reflected in its transportation needs, rise and fall rapidly. With the recognition of the urgency to address these needs, the NETC program was conceived to function on an annual basis. Figures 1 and 2 set forth: (1) the NETC Process employed; and, (2) an annual time frame for completing this process. The NETC Process is not static, its activities and studies are dynamic and designed to address the wide range of needs facing the transportation community. Changes may be instituted at any time as recognized in Section X. Its Goals and Membership, which follow, present a commitment to excellence unparalleled.

1. NETC Goals - The following goals were established for NETC in order to focus the resolve of participating state transportation agencies and universities:

- Implementation of a three-pronged program for the New England region, consisting of research and development; technology transfer; and education and training.
- Development of improved methods for dealing with common transportation problems.
- Providing an important source of trained professionals for employment in the Region.

2. NETC Membership - NETC membership now extends to the six New England state departments of transportation and Ex-Officio membership to the Federal Highway Administration. They are:

Connecticut Department of Transportation
Massachusetts Department of Public Works
Maine Department of Transportation
New Hampshire Department of Transportation

Figure 1
Schematic of NETC Process

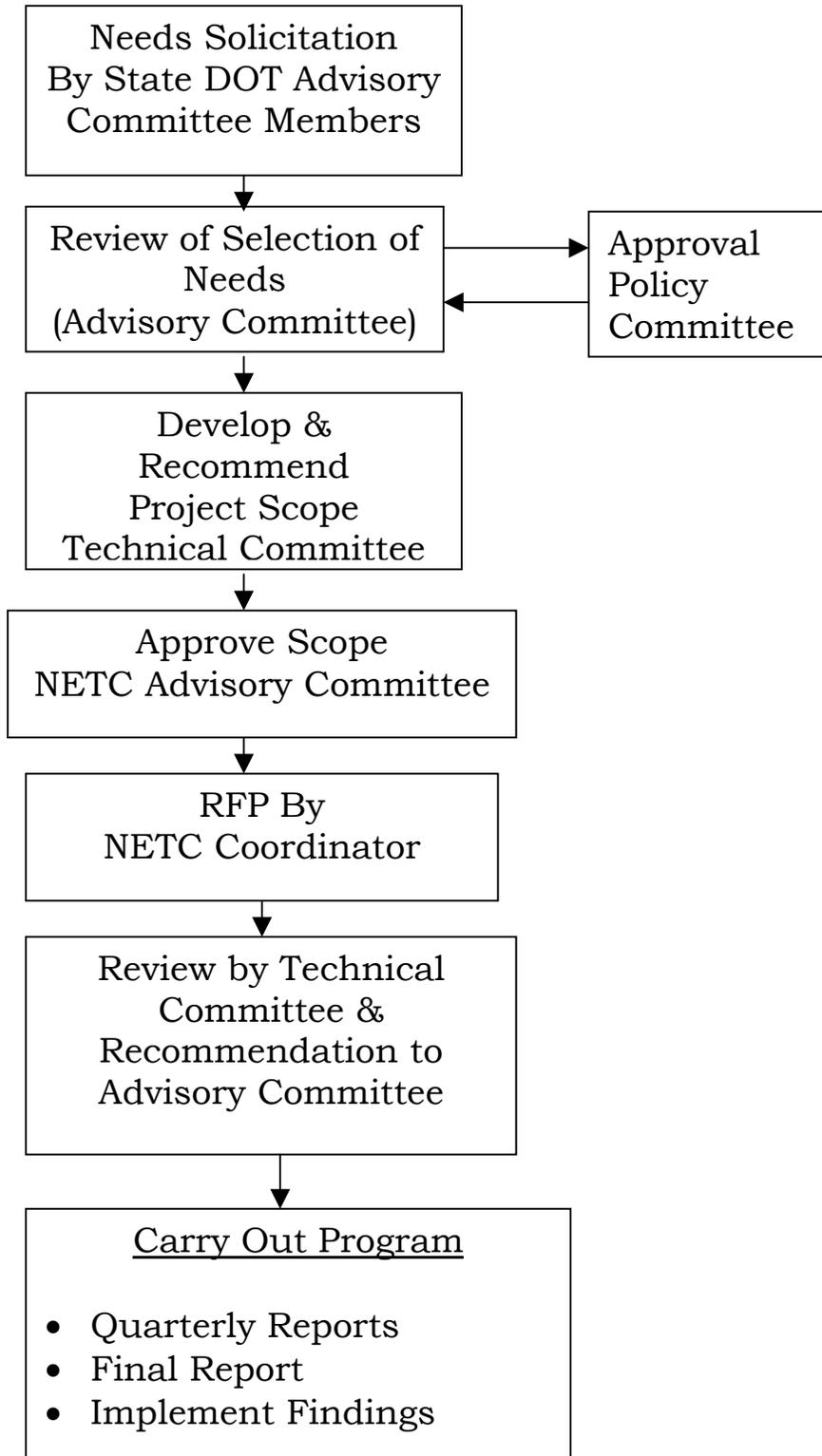


FIGURE 2
ESTIMATED TIME FRAME FOR NETC PROCESS

SEPTEMBER: Coordinator notifies Advisory Committee that Research Problem Statements are to be submitted to the State DOT representatives to the Advisory Committee

NOVEMBER 30: Deadline for Coordinator's receipt of Research Problem Statements From the State DOT representatives to NETC Advisory Committee

FEBRUARY: Deadline for receipt of TRIS search results from ConnDOT for Research Problem Statements

MARCH: Advisory Committee selects Research Problem Statements to be Recommended to the Policy Committee for the Research Program of the upcoming Federal fiscal year and those to be submitted to the National Cooperative Highway Research Program as "NETC-sponsored"

APRIL: Policy Committee acts on Research Program recommended by Advisory Committee for the upcoming Federal fiscal year.

MAY: Project Technical Committees formed to develop Scopes of Work

JULY: Advisory Committee reviews Scopes of Work and authorizes Coordinator to Issue RFPs

SEPTEMBER: Deadline for receipt of Proposals. Coordinator distributes Proposals to Project Technical Committees for evaluation

DECEMBER: Advisory Committee awards funding for research projects

MARCH: Advisory Committee selects Research Problem Statements to be Recommended to the Policy Committee for the 'Research Program' for the upcoming Federal fiscal year

SEPTEMBER: Research project agreements executed and projects start

Rhode Island Department of Transportation
Vermont Agency of Transportation
Federal Highway Administration, Ex-officio

Each of the member Departments of Transportation has designated a university, usually a state land-grant university, to participate with the Department of Transportation in molding an effective program of Research and Development. The following state universities have been so designated:

University of Connecticut; Storrs, CT
University of Maine; Orono, ME
University of Massachusetts; Amherst, MA
University of New Hampshire; Durham, NH
University of Rhode Island; Kingston, RI
University of Vermont; Burlington, VT

In addition, NETC will call upon other universities or research organizations (both public and private), as deemed appropriate, in order to achieve its goals and those of its member states.

The following pages set forth the organization and management structure and activities and are designed to achieve the goals set forth by the NETC membership.

III. AUTHORITY

The current federal-aid highway legislation contains provisions for states to pool resources to address various Research and Development needs. This authority, Federal Grant and Cooperative Agreement Act (GCA) of 1977, as amended, Section 6300, et. seq., of Title 31, United States Code (U.S.C.) is the administrative and legal tool for the establishment and continuation of Consortium activities and programs. Each state has similar enabling legislation which addresses the designated contracting procedures of the member states.

IV. ORGANIZATION

The basic organizational structure of the NETC is established in the Memorandum of Understanding signed by the Chief Administrative Officers of the participating New England states and FHWA (see Appendix). Following is a brief description of the functions and responsibilities of each of the Committees. The organization is shown in Figure 3. Changes to the Memorandum of Understanding are by majority vote of the Policy Committee.

1. Policy Committee

The NETC will operate under the governance of the Policy Committee which consists of the Chief Administrative Officials (CAO) from the six state transportation agencies. The Policy Committee shall have a chairperson who is selected by the committee, biennially. FHWA shall designate an Ex-Officio member.

The term of office for the chairpersons of the Policy Committee and Advisory Committee shall be two years commencing on July 1 of the years ending in an even number. The term of office of the chairpersons of both committees shall be co-terminus and both chairpersons shall be from the same state.

The process for selection of the chairpersons of the Policy and Advisory Committees shall be as follows:

- The Advisory Committee shall recommend to the Policy Committee a Policy Committee member and an Advisory Committee member from the same state that are willing to serve as chairpersons of their respective Committees.
- The Policy Committee will appoint the Chairpersons of the Policy and Advisory Committees.

The Policy Committee shall have a regularly scheduled meeting, annually; generally in conjunction with the annual NASTO meeting. Other meetings will be called, as appropriate, by the Chairperson.

The primary functions of the Policy Committee shall be to define globally the research, development, and implementation needs to be addressed by the Consortium; approve the annual program developed in conjunction with the Advisory and Technical Committees; and acquire/provide funding to carry out the Program. Functions of the Policy Committee can be revised, added, or deleted, as it deems appropriate.

2. Advisory Committee

The Advisory Committee shall meet as often as appropriate. It shall provide direct and continuous liaison among the Policy Committee, the Technical Committees, and management of the NETC. Each member State of the Policy Committee will appoint one person to the Advisory Committee plus Ex-Officio membership by FHWA. The primary functions of the Advisory Committee will be to: solicit specific research needs; advise the Policy Committee on implementation needs and opportunities; develop and propose to the Policy Committee an annual work program; continuously monitor progress of research progress and implementation; and carry out the directions from the Policy Committee.

Each university will appoint one person to the Advisory Committee as a technical resource. This appointee shall have no voting rights on the Advisory Committee. The University's role will be to provide advice and counsel on the worthiness of the needs perceived by the participating states. These activities are envisioned to be but not limited to: focusing attention on researchable needs; presenting new technologies for consideration; providing guidance on the course of current and proposed work; assisting in implementing research results; and providing input on Consortium activities undertaken.

The Advisory Committee shall recommend to the Policy Committee a state whose personnel shall function as lead agency for the Consortium. The lead state shall provide needed management functions and activities for the Consortium. The lead state shall be selected by consensus of the Advisory Committee. In general, the lead state shall be the state from which the coordinator is selected. The coordinator shall

be selected from proposals solicited from interested organizations. The Lead State's representative shall act as the secretary of NETC Advisory Committee.

a. Reimbursement of Expenses Incurred by Transportation Agency

Representatives to the NETC Advisory Committee:

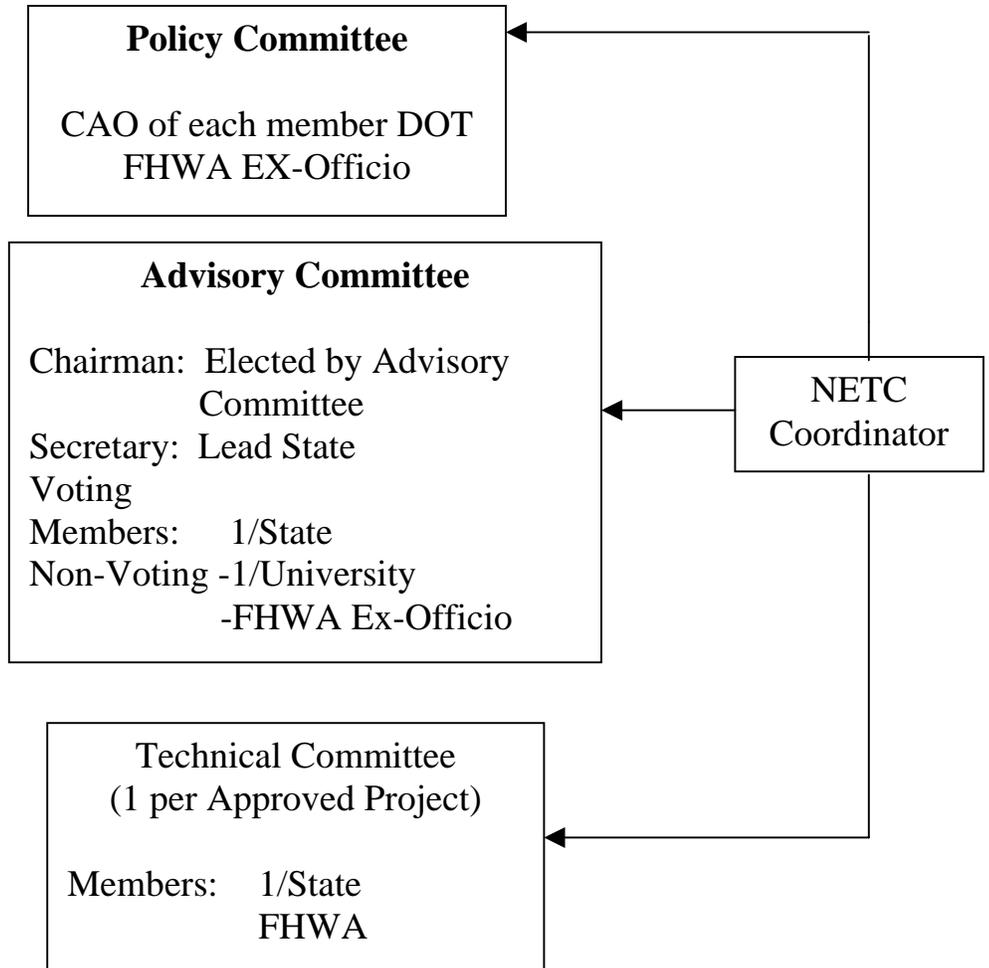
State Transportation Agency representatives to the NETC Advisory Committee will be reimbursed for expenses incurred for attendance at out of state meetings provided that the following conditions are met:

1. The agency represented by the NETC Advisory Committee member has provided a supplemental application to the Consortium in an amount that will cover the cost of the reimbursement.
2. The agency represented by the NETC Advisory Committee member has approved the travel.
3. Reimbursement will be at the rate and in accordance with the policies and procedures governing *reimbursement of travel for the employees* of the University housing the office of the NETC Coordinator.

Approved by NETC Advisory Committee February 2006.

Revised by NETC Advisory Committee November 6, 2007.

Figure 3
NETC Organizational Chart



3. Technical Committees

For each project undertaken by the NETC, a Technical Committee member will be nominated by each State Department of Transportation and approved by the NETC Advisory Committee to guide the technical aspects of the work. The Committee, appointed by the Advisory Committee, shall consist of one person from each of the six states and FHWA, technically knowledgeable of the subjects being studied. Other individuals may be added to the Technical Committee, if deemed appropriate and approved by the Advisory Committee. The duties of the Technical Committee include: 1) preparation of the scope of work to be undertaken. Recommending additional research organizations to receive RFP's (other than the Universities named in Section II.2). If the Technical Committee believes that the proposed work is not timely, such a recommendation should be made to the Advisory Committee; 2) review and evaluation of proposals in response to RFP's 3) providing recommendations to the Advisory Committee on the research organization to conduct a particular study; 4) technical monitoring of each study as it progresses; 5) delivery of recommendations to the Advisory Committee concerning the acceptability of interim and completed work; and 6) recommending actions appropriate for implementation of the findings.

4. Administrative Management

The day-to-day administrative management of the Program shall be vested in a body or person, who shall be apart from the regular hierarchy of the NETC. That person/body, selected as the successful respondent to a request for proposals to provide management services for NETC, shall have the responsibility and authority to: oversee the procedural aspects of the research; conduct the financial interchanges of the NETC; and provide services which address the administrative requirements of the Policy, Advisory and Technical Committees. This body or person shall be designated NETC Coordinator. Administratively, the Coordinator shall report to the Lead State's designee. The Coordinator shall serve a four-year term, at the end of which a performance review shall be conducted. The Advisory Committee then has two courses of action: (1) reappoint the Coordinator; or, (2) solicit proposals for the position of NETC Coordinator.

The Lead State and Coordinator shall provide all services necessary for the administration and coordination of the activities of the New England Transportation Consortium (NETC). These services shall include, but not be limited to, the following:

a. Meetings

The Coordinator shall schedule and make all necessary arrangements for all meetings of the Policy, Advisory and Technical Committees. These arrangements shall include securing a meeting place at a convenient location and notifying all persons who are to attend. He/she shall also attend all meetings of the Policy and Advisory Committees, record the minutes of these meetings, and distribute copies of these minutes to all attendees and other parties as directed. When requested by any NETC committee, he/she shall also arrange any meeting between the committee and a university, a state department of transportation, or any other party. The Coordinator shall also arrange and publicize general workshops or seminars to aid in the dissemination of information from either completed or ongoing NETC research projects.

The latter function is envisioned to occur annually, but may be scheduled at other time intervals as needs dictate.

b. Intercommittee Communication

The Coordinator shall facilitate all formal communication between the different NETC committees (i.e., the Policy, Advisory, and Technical Committees) working through the chairpersons of the respective committees.

c. Third Party Communication

The Lead State and Coordinator shall also be required to communicate with the state universities, research institutions, TRB, NCHRP, and with other entities associated and/or involved with the undertakings of NETC, as directed.

d. Program Finances/Accounting

The Lead State shall set up a system for the financial accounting of NETC operations in accordance with the acceptable financial/accounting procedures.

The Lead State shall maintain and provide financial and cost accounting services acceptable to the NETC members and FHWA. He/she shall assure that all requests for payment shall be properly invoiced and promptly paid. Billings for work completed shall be submitted to the NETC Coordinator for verification of completion. In turn the bills will be sent to the Lead State designee for payment.

e. Research Program - Monitoring

The Coordinator shall be responsible for keeping track of and monitoring the studies of the research program. Input from the Technical Committees and the Advisory Committee will be provided as necessary. In cases where the progress and finances of a project become an issue the Coordinator shall advise the Advisory and Policy Committees in a timely manner.

f. Reports (Program)

The Coordinator shall compile quarterly reports to document work progress and final project reports. Annually a summary of progress for NETC, on all NETC administrative and financial activities, shall be developed and presented to the Advisory and Policy Committees. He/she shall maintain a current mailing list for reports, which will be provided to the researchers as needed.

g. Problem Statements and Requests for Proposals (RFP's)

For any problem statement selected by the Policy Committee and whose scope of work has been developed by the Technical Committee, the Coordinator shall prepare an RFP to be sent to appropriate universities and research institutions. When proposals are received, the coordinator shall organize them for review, analysis, and contractor selection by the NETC.

h. Prosecution of Work

For those proposals which have been selected and approved, the Lead Agency shall prepare any required legal instrument required to carry out the proposed work. This document shall be acceptable to NETC and the contracting university of research institution. The document shall contain needed clauses and phrases to protect each party and assure that the work is conducted in a prompt, professional manner.

i. Oversight of Procedural Aspects of Research Project Contracts

The Coordinator shall act as the agent of NETC in all dealings with the project principal investigators who are contracted to carry out research sponsored by NETC. The Coordinator shall provide all services, facilities and staff needed to carry out the administrative and clerical functions necessary for this program. This includes but is not limited to: monitoring the progress of contracted research to ensure that both intermediate and final due dates for project progress are met; project billings are properly and promptly provided; project final reports are completed and submitted; and, disseminating the results of completed projects as appropriate.

j. General Requirements of the Coordinator

The Coordinator shall be required to be available during normal business hours for the period of this contract to assist with issues as they arise. The Coordinator shall maintain current rosters for all NETC Committees and provide changes to the affected committees as needed.

V. ORDER OF BUSINESS FOR ADVISORY COMMITTEE MEETING

The Advisory Committee generally meets quarterly to review the Program and act on new research proposals. The following order of business is followed, but can be altered at the discretion of the Committee if the need arises:

- a) Reading and acceptance of the minutes of the previous meeting;
- b) Presentation of quarterly financial report;
- c) Quarterly progress reports on current research projects;
- d) Presentation of proposed research projects; and,
- e) Miscellaneous items of concern to the Committee.

Specific items under b, c and d above are outlined in the following sections.

VI. FINANCIAL REPORT

The research universities shall bill NETC for authorized work performed. Each expenditure shall be coded to an approved project. The Coordinator shall present a summary of expenditures by quarter to the Advisory Committee.

NETC projects are designated by calendar year in which they will be started and the order of the approved project. Examples: Project 95-1 was approved in calendar year 1995 and was the first project approved in that year; Project 95-3 was the third project approved in calendar year 1995.

VII. REPORTS

1. Quarterly Progress Reports (See Appendix A-9-1 for format)

Each approved project is reported, in writing, to the Advisory Committee at the quarterly meeting. The written progress reports become a part of the minutes of the Committee meeting. The Coordinator will be the contact point for the researchers.

Additional comments on Progress Reports, from affected state personnel, may be solicited by the Coordinator. These are, in turn, forwarded to the researchers at the earliest possible date for their consideration and use.

Quarterly Progress Reports present the current status of a project, problems encountered, delays which might put the work behind schedule, etc.

2. Final Reports (See Appendix A8- 1 format)

At the completion of any project, a final report shall be prepared. Copies of the draft final report should be submitted to the Chairman and members of the Project Technical Committee for review. The Chairman of the Project Technical Committee will coordinate the Committee's review of the report and provide the PI with the review comments.

In resolving the Technical Committee's review comments, the PI should communicate directly with the Chairman of the Technical Committee. When the PI has resolved the Technical Committee's comments to the satisfaction of the Chairman, the Chairman will provide the PI with an e-mail, with a copy to the NETC Coordinator, authorizing the PI to provide one (1) hard copy and a bookmarked PDF version on CD of the final report to the NETC Coordinator for a final 'quality control' check. Upon completion of the 'quality control' check, the Coordinator will provide the PI with NETC report covers and backs and authorize the printing of seventy-five (75) paper copies.

3. Administrative Report

Annually, at the close of each program year, the NETC Coordinator shall prepare an Administration Report which summarizes NETC expenditures and the status of each on-going project for the previous year. This report shall contain a summary listing of all completed NETC reports and activities for the reported year.

VIII. RESEARCH PROPOSALS

1. Problem Statement

Annually the NETC Coordinator shall solicit problem statements from the member states. The problem statements shall be approximately one page in length and

shall present a problem and/or need which affects the member states. A ballpark cost estimate and time frame to perform the intended work shall be included with the statement. A sample problem statement is shown in Appendix A3-1.

The problem statements shall be compiled by the NETC Coordinator and presented to the Advisory Committee. From the problem statements submitted, the Advisory Committee will select those considered to have the highest priority for funding within the amount of funds available and recommend them to the NETC Policy Committee for development of scope by the Technical Committees subsequently for RFP solicitation by the Coordinator.

2. Request for Proposals

After receiving Policy Committee approval, the NETC Coordinator shall secure staffing for the Technical Committees to address each approved problem statement. The Technical Committee shall be convened to develop the scope of work for the project. Prior to finalizing the scope of work, the chairman of the technical committee shall provide copies to the Advisory Committee's university representatives for comment. The format for the scope of work is shown in Appendix A6-1. Requests for Proposals are to be distributed to researchers at the New England State Land Grant Universities. The technical committee may recommend to the Advisory Committee that RFPs be issued to other research institutions or agencies. The NETC Coordinator shall complete and submit the RFP to all designated state universities and any additional groups approved by the NETC Advisory Committee.

3. Research Proposals

The proposal should be a well thought-out document that establishes in clear, concise terms the necessity of the research undertaking, definite project objectives, and a systematic work plan designed to attain the project objectives. The proposal should contain, but is not limited to, the following:

- a. **Project Identification:** The project number, title and name or names of the principal investigator(s) [P.I.(s).] Resumes of the principal investigator(s), including a description of the P.I.'s related research and publications, should be included as an appendix to the proposal.
- b. **Significance of the Problem:** A clear definitive statement of the problem and its significance.
- c. **Objectives of the Research:** In clear, concise terms, state the objectives of the proposed work.
- d. **Methodology:** A description of the major tasks that will be undertaken to complete the proposed work. A number and title should be assigned to each task followed by a description of the methodology to be used in carrying out the task.

NOTE: SINCE THE NETC RECOGNIZES THAT RESEARCH RESULTS ARE NOT AUTOMATICALLY PUT INTO PRACTICE UPON COMPLETION OF THE RESEARCH AND THAT IMPLEMENTATION IS MORE LIKELY WHEN RESEARCHERS AND USER AGENCIES COLLABORATE TO PLAN FOR IMPLEMENTATION, NETC REQUIRES THAT ALL RESEARCH PROPOSALS INCLUDE A TECHNOLOGY TRANSFER AND IMPLEMENTATION PLAN FOR INCORPORATING THE RESEARCH RESULTS/ PRODUCTS INTO PRACTICE.

- e. **Schedule of Major Activities:** To allow for flexibility in the project start date, the schedule should be generic and not refer to particular months or a particular year. The schedule should show, in terms of elapsed time (number of months or weeks) from the start of the project, the planned start and completion of each of the major tasks described in the methodology. Quarterly Progress Reports, to be submitted to the NETC Coordinator for distribution to the project Technical Committee, will be required and should be included in the schedule. Preparation of the Quarterly Progress Reports, Draft Final Report and Final Report should be included in the schedule of activities. Allow ninety (90) days for the Draft Final Report to be reviewed by the Project Technical Committee.
- f. **Budget and Total Cost:** In the event that the proposal is selected for funding, the proposal budget will be incorporated into the funding agreement. Invoices for project costs will be reviewed against the proposal budget for consistency. Therefore the proposal's budget categories must be consistent with the categories that will be used for invoicing project costs.

Research proposals are submitted to the NETC Coordinator who forwards them to the Technical Committee for evaluation. Considerations to be addressed in the proposal evaluation process are shown in the Appendix.

4. Approval of Research Proposals

Proposals to be funded are recommended to the Advisory Committee by the Project Technical Committees and approved by a majority vote of the Advisory Committee.

5. Modifications of Proposals or Work Plans

The Advisory Committee, after review of approved projects, may at any time vote to change a proposal or work plan. It might, if it so elects, cancel an on-going project which is not meeting the objectives as stated.

6. Authorized Travel and Allowable Costs

- a. **Authorized Travel:** Travel that is necessary for the conduct of NETC funded research projects is eligible for reimbursement, up to the amount budgeted in the project agreement, without special approval of the Consortium.
- b. **Travel Requiring Prior Approval:** Travel associated with the presentation of papers or the attendance at regional, national, or international conferences is not considered necessary for the conduct of NETC funded research projects and must receive prior approval from the Consortium to be eligible for reimbursement.
- c. **Allowable Costs:** The authority for determining allowable travel costs is OMB Circular A-21 "Cost Principles for Educational Institutions" and OMB Circular A-110 "Grants and Agreements with Institutions of Higher Education Hospitals and other Nonprofit

Organizations" which are incorporated here by reference.

IX. PATENTS, COPYRIGHTS AND OTHER OWNERSHIP RIGHTS

New concepts which evolve into items which may have a potential market value are to be patented in a manner to protect the interests of NETC.

The title to all products of research done by the NETC resides with the University or Researcher that prepared the report. However, the University shall grant to NETC member departments, the United States Government, and the general public, a non-exclusive, irrevocable, royalty-free, worldwide license in such copyrighted data to use, reproduce and prepare derivative works. The University may use any of the data, plans and reports completed under the NETC program for whatever purpose and may distribute products in any way. However, the following text must appear on the inside front of any reports or publications:

“This report [article, paper or publication], prepared in cooperation with the New England Transportation Consortium, does not constitute a standard, specification or regulation. The contents of this report [article, paper or publication] reflect the views of the author(s) who is (are) responsible for the facts and the accuracy of the data presented herein. The contents do not necessarily reflect the views of the New England Transportation Consortium or the Federal Highway Administration.”

X. CHANGES IN NETC POLICY AND PROCEDURES

Any change in NETC Policy and Procedure, when determined to be in the best interest of the States, shall be by majority vote of all NETC Advisory Committee Members.

APPENDICES

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A-1

DEFINITIONS

Whenever the following terms are used in this document they shall be interpreted to intend and mean the following:

New England Transportation Consortium (NETC): A joint undertaking through which the transportation agencies of the six New England states pool their resources to focus on the research, development and implementation of improved methods for dealing with common problems associated with the region's transportation system.

Policy Committee: The governing authority for the operation of the NETC. It consists of the chief administrative officers of the six transportation agencies and, ex-officio membership by FHWA. Its functions are to define the research needs, approve the annual program, and acquire and provide funding.

Advisory Committee: Provides direct and continuous liaison among the Policy Committee, the Technical Committees and the NETC Coordinator. One member is appointed by each member state of the Policy Committee and each university designated by the State Department of Transportation. Its functions are to solicit research needs, develop and propose the annual work program, review research project progress and implementation and advise and carry out the directions of the Policy Committee.

Technical Committee: Guides the technical aspects of the work of particular research project for which it has been formed. It consists of one member from each of the six states and one from the FHWA, each of whom is technically knowledgeable of the research project's subject. The committee is responsible for formulating and monitoring the research project, and making recommendations for the implementation of its findings.

Coordinator: A body or a person who provides the administrative management for the NETC program. He/she oversees the procedural aspects of NETC contracts, and carries out the administrative requirements of the Policy and Advisory Committees.

Federal Highway Administration (FHWA): The Federal Highway Administration of the United States Department of Transportation and its duly authorized agents or representatives, each acting within the scope of his/her designated duties.

Pooled Funds: The financial resources, comprising the combined contributions of the six states of the NETC and FHWA.

Lead State: The state through which pooled funds from the sponsoring agencies/FHWA are funneled. It executes contracts for research and conducts the financial transactions of the NETC.

Research Project: A technical study, contracted and funded by the NETC, carried out by a principal investigator affiliated with a university or research institution.

Research Program: All aspects of the principal activity of the NETC, including the orientation, progress, and implementation of all its sponsored research projects.

Problem Statement: A statement of a research need and justification for developing a research project to address the need.

Request for Proposal (RFP): A detailed statement of a research need and the work envisioned to address this need. Included are funding and time constraints for the work to be performed.

University Representative: A person appointed to the Advisory Committee as a non-voting member, by the educational institution designated by a State Department of Transportation's CAO to provide technical expertise and counsel to the NETC Advisory Committee.

**MEMORANDUM OF UNDERSTANDING
OF THE
NEW ENGLAND TRANSPORTATION CONSORTIUM**

Revised October 1995

PURPOSE

The transportation agencies of the six New England States join together to pool their professional, academic, and financial resources for transportation research. The cooperation will focus, not only on research, but also on development and implementation of substantially improved methods for dealing with common problems. Such problems will be associated with the administration, planning, design, construction, rehabilitation, reconstruction, operation, and maintenance of the transportation system in the region.

This Memorandum of Understanding is established among the six states to formally describe the organizational, financial, and administrative activities which constitute the Consortium.

MEMBERS

Connecticut Department of Transportation
Maine Department of Transportation
Massachusetts Highway Department
New Hampshire Department of Transportation
Rhode Island Department of Transportation
Vermont Agency of Transportation
Federal Highway Administration, Ex-Officio

ORGANIZATION AND MANAGEMENT

Policy Committee

The NETC will operate under the governance of the Policy Committee which consists of the Chief Administrative Officials (CAO) from the six state transportation agencies. The Policy Committee shall have a chairperson who is selected by the committee, biennially. FHWA shall designate an Ex-Officio member.

The Policy Committee shall have a regularly scheduled meeting, annually; generally in conjunction with the annual NASTO meeting. Other meetings will be called, as appropriate, by the Chairperson.

The primary functions of the Policy Committee shall be to define globally the research, development, and implementation needs to be addressed by the Consortium; approve the annual program developed in conjunction with the Advisory and Technical

Committees; and acquire/provide funding to carry out the Program. Functions of the Policy Committee can be revised, added, or deleted, as it deems appropriate.

Advisory Committee

The Advisory Committee shall meet as often as appropriate. It shall provide direct and continuous liaison among the Policy Committee, the Technical Committees, and management of the NETC. Each member State of the Policy Committee will appoint one person to the Advisory Committee plus Ex-Officio membership by FHWA. The primary functions of the Advisory Committee will be to: solicit specific research needs; advise the Policy Committee on implementation needs and opportunities; develop and propose to the Policy Committee an annual work program; continuously monitor progress of research projects and implementation of research results; and carry out the directions from the Policy Committee.

Each member Department of Transportation shall designate a university, usually a state land-grant university, to participate with the Departments of Transportation in molding an effective program of Research and Development. The designated university will appoint one person to the Advisory Committee as a technical resource. This appointee shall have no voting rights on the Advisory Committee. The University's role will be to provide advice and counsel on the worthiness of the needs perceived by the participating states. These activities are envisioned to be, but not limited to: focusing attention on researchable needs; presenting new and proposed work; assisting in implementing research results; and providing input on Consortium activities undertaken.

The Advisory Committee shall recommend to the Policy Committee a state whose personnel shall function as lead agency for the Consortium. The Lead State shall be selected by consensus of the Advisory Committee. In general, the Lead State shall be the state from which the coordinator is selected. The coordinator shall be selected from proposals solicited from interested organizations. The Chairman of NETC Advisory committee shall be elected annually by majority vote of the members. The Lead State's representative shall act as the secretary of NETC Advisory Committee.

Technical Committee

For each project undertaken by the NETC, a Technical Committee will be nominated by each State Department of Transportation and approved by the NETC Advisory Committee to guide the technical aspects of the work. The approved Committee shall consist of one person from each of the six states and FHWA, technically knowledgeable of the subjects being studied. Other individuals may be added to the Technical Committee, if deemed appropriate and approved by the Advisory Committee. The duties of the Technical Committee include: 1) preparation of the scope of work to be undertaken. Recommending additional research organizations to receive RFP's. If the Technical Committee believes that the proposed work is not timely, such a recommendation should be made to the Advisory committee; 2) review and evaluation of proposals in response to RFP's; 3) providing recommendations to the Advisory Committee on the research organization to conduct a particular study;

4) technical monitoring of each study as it progresses; 5) delivery of recommendations to the Advisory Committee concerning the acceptability of interim and completed work; and 6) recommending actions appropriate for implementation of the findings.

Administrative Management

The day-to-day administrative management of the Program shall be vested in a body or person, who shall be apart from the regular hierarchy of the NETC. That person/body, selected as the successful respondent to a request for proposals to provide management services for NETC, shall have the responsibility and authority to: oversee the procedural aspects of the research; conduct the financial interchanges of the NETC; and provide services which address the administrative requirements of the Policy, Advisory and Technical Committees. This body or person shall be designated NETC Coordinator. Administratively, the Coordinator shall report to the Lead State's designee. The Coordinator shall serve a four-year term, at the end of which a performance review shall be conducted. The Advisory Committee then has two courses of action: (1) reappoint the Coordinator; or, (2) solicit proposals for the position of NETC Coordinator.

The Lead State and Coordinator shall provide all services necessary for the administration and coordination of the activities of the New England Transportation Consortium (NETC). This structure is shown schematically in the attached Figure entitled, "NETC Organizational Chart."

FUNDING

NETC will create a regional pooled fund study, to provide a funding mechanism for the Program. The Policy Committee will determine the size of the Program and the amount of each State's contribution. The Lead State and Coordinator will then administer the work as necessary in conformance with FHWA requirements. Payments to the researchers will be made from the pooled fund account.

PROGRAM DEVELOPMENT

Annually, the Policy Committee will approve and publish a Program of research and implementation and/or specific projects it desires to have investigated. RFP's will be developed and employed to address the needs of NETC. They will then be submitted by the Coordinator to the Advisory Committee and the universities designated by the NETC, Departments of Transportation and to other researchers approved by the Advisory Committee.

PROJECT SELECTION AND ADMINISTRATION

Responses to the RFP's with Technical Committee recommendations will be submitted to the Advisory Committee, through the Coordinator. The Advisory Committee will recommend specific projects to be funded to the Policy Committee, for their consideration, revision, and/or acceptance.

Contract administration will be managed by the Lead State and the Coordinator. Technical guidance will come from the Technical Committee and overall guidance from the Advisory Committee.

AMENDING THE MEMORANDUM OF UNDERSTANDING

This MOU can be amended at any time in any way by the Policy Committee.

SUPERSEDING EXISTING MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding dated November 1, 1995 extinguishes and supersedes the Memorandum of Understanding of the New England Transportation Consortium dated February 17, 1988, modified by the NETC Policy Committee May 21, 1990, and endorsed by participating agencies on July 31, 1990 and May 2, 1994.

AGREED"

<u>J William Burns</u>	<u>11/3/95</u>
Commissioner, Connecticut Department of Transportation	Date
<u>John Melrose</u>	<u>11/8/95</u>
Commissioner, Maine Department of Transportation	Date
<u>Laurinda T. Bedingfield</u>	<u>11/10/95</u>
Commissioner, Massachusetts Highway Department	Date
<u>Charles O'Leary</u>	<u>10/28/95</u>
Commissioner, New Hampshire Department of Transportation	Date
<u>William F. Bundy</u>	<u>10/28/95</u>
Director, Rhode Island Department of Transportation	Date
<u>Glen Gershaneck</u>	<u>10/30/95</u>
Secretary, Vermont Agency of Transportation	Date

RESEARCH PROBLEM STATEMENT FORMAT

I. PROBLEM TITLE

A suggested title in as few words as possible.

II. RESEARCH PROBLEM STATEMENT

A statement of the general problem or need. One or more paragraphs are sufficient.

III. RESEARCH OBJECTIVES

A clear and specific statement of the objectives that are to be met by the research necessary to adequately address the research problem described in the Research problem Statement.

IV. ESTIMATE OF FUNDING NEEDED

An estimate of the funds necessary to accomplish the objectives stated in III. above.

V. RESEARCH PERIOD

An estimate of the number of months necessary to complete the research project, including preparation of a Draft Final Report and its review by the NETC project Technical Committee (90 days), and the preparation and printing of the Final Report.

VI. URGENCY AND PAYOFF POTENTIAL

A description of the urgency of the need for this research in relation to the transportation needs of the six New England States and, if possible, the potential for payoff in benefit/cost terms.

VII. PRELIMINARY LITERATURE SEARCH

In order to avoid duplicating research already published or in progress, the submitter of the Problem Statement should perform a quick literature search prior to submitting the Problem Statement and attach a summary of the results of the literature search to the Problem Statement. This literature search can be conducted by accessing the Transportation Research Board's 'TRIS' database available at www.bts.gov. The TRIS database contains information on completed research as well as research in progress.

Source of preliminary literature search (check as appropriate):

TRIS

RIP

Other (describe): _____

Summary of preliminary literature search (how the subject of this Research Problem Statement would differ from or add to, existing studies. Attach additional pages if necessary): _____

VIII. KEY WORDS TO BE USED FOR ADDITIONAL LITERATURE SEARCH

Provide the key words that can be used to conduct a search of the Transportation Research Board's electronic database (TRIS) for completed, related research. To the maximum extent possible key words should be selected from the National Transportation Library's Transportation Research Thesaurus. The Thesaurus can be found at <http://ntlsearch.bts.gov/tris/index.do>

IX. ENDORSEMENT BY THE SPONSORING DOT *(To be signed by the DOT representative to the NETC Advisory Committee through whom the Problem Statement is submitted)*

By signing the endorsement, the DOT representative is certifying that:

- 1. The Problem Statement follows the required format*
- 2. The required literature search has been conducted*
- 3. The Problem Statement addresses a transportation issue of relevance to NETC and does not duplicate another Problem Statement being submitted at time.*

(Name)

(DOT)

(Date)

NOTE: To expedite the processing of Research Problem Statements, NETC encourages submittal by E-mail

Approved NETC Advisory Committee 3/10/99; Revised NETC Advisory Committee 9/26/01; Revised NETC Advisory Committee 8/15/06

**PROCEDURE FOR SELECTING PROBLEM STATEMENTS
TO BE DEVELOPED INTO RFPs**

STEP I: SCREEN PROBLEM STATEMENTS BASED ON RESULTS OF TRIS SEARCH

- "No": a simple majority of "No" votes will drop the Problem Statement from further consideration

STEP II: SCORE THE PROBLEM STATEMENTS WHICH PASS STEP I SCREENING

- Scoring is based on an appraisal of the degree to which the Problem Statement addresses a transportation issue of importance to the to the New England states.

- A score of "3", "2", "1", or "0" is assigned to each of the Problem Statements. "3" is the highest score.

- The scores of each of the Problem Statements are recorded.

STEP III: RANK ORDER PROBLEM STATEMENTS BASED ON STEP II SCORE

- A rank order will be assigned to each Problem Statement based on its score (highest score=rank order #1).

STEP IV: SELECT PROBLEM STATEMENTS TO BE DEVELOPED INTO RFP's, BASED ON STEP III RANK ORDER AND FUNDS AVAILABLE

GUIDELINES FOR THE FORMATION OF NETC TECHNICAL COMMITTEES

TECHNICAL COMMITTEE CHAIRPERSONS:

Selection of Chairpersons: For each Technical Committee, a Chairperson shall be appointed prior to the initial organizational meeting of the committee. It is the intent of the NETC Advisory Committee that the Technical Committee member from the State that submitted the Problem Statement serve as the chairperson.

In the event this is not possible, the Advisory Committee will ask the States appointing representatives to the committee to nominate one of the representatives for Chairperson. Nominations will be submitted to the NETC Coordinator. The NETC Advisory Committee will select the Chairperson from among those nominated.

Qualifications of Chairpersons: Since the Chairperson will function as the coordinator/leader of the committee, he/she should be sufficiently knowledgeable in the subject matter of the committee’s project to ensure that the committee’s work is of the highest quality. In addition, the chairperson should possess the leadership and group dynamics skills necessary to facilitate an exchange of ideas among committee members and ensure that the committee will complete its assignments on schedule.

The following hints have proven to be productive for chairpersons:

- *Preside, don’t rule*
- *Draw out the quiet, quiet down the loud*
- *Mediate, don’t agitate*
- *Raise questions about issues*
- *Search for a consensus*
- *Carefully state personal opinions*
- *Take breaks*
- *Thank committee members*

TECHNICAL COMMITTEE MEMBERS:

Appointment of Technical Committee Members: Technical Committee members shall be appointed as described in paragraph 3, page 8 of the Policies and Procedures New England Transportation Consortium, April 2002 (“...one person from each of the six states and FHWA...”)

Qualifications of Technical Committee Members: Technical Committee members should be knowledgeable about the subject matter of the committee’s project and have a willingness to commit the time necessary to accomplish the committee’s responsibilities on schedule.

TECHNICAL COMMITTEE RESPONSIBILITIES:

Develop Scope of Work from Problem Statement:

In developing the project scope of work, the committee may include any task or tasks that it feels will contribute to the accomplishment of the project’s objectives. After reviewing the project Problem Statement, the committee may recommend that the project not be considered for development into an RFP. The committee should make every effort to keep the Scope of Work consistent with the amount of funds allocated for the project. However, if the committee feels that a costlier Scope of Work is warranted, they can make that recommendation through the NETC Coordinator to the NETC Advisory Committee.

Review Proposals & Make Recommendation to Coordinator
Arrange Start-up Meeting with PI
Assist PI with Contacting DOTs
Periodic Video Conf Mtgs with PI
Review of Draft Final Report
Authorize PI to Publish Final Report
Recommend Tech Transfer Activities to Coordinator
Determine the Feasibility of Demonstration Project Related to the Research

Adopted by NETC Advisory Committee 07/24/96; Revised 2/26/07

SCOPE OF WORK FORMAT

PROJECT NUMBER:

PROJECT TITLE:

RESEARCH PROBLEM STATEMENT:

OBJECTIVES:

PRINCIPAL TASKS:

Task 1:

Task 2:

Task 3:

Etc.:

MEETING WITH PROJECT TECHNICAL COMMITTEE: The proposal should provide for a minimum of three (3) meetings with the Technical Committee which has been established to monitor the progress of the project.

REPORTS: The Principal Investigator will be required to prepare and distribute the following reports:

Quarterly Progress Reports: One (1) copy prepared and submitted via email, on a calendar quarter basis, to the NETC Coordinator. The Coordinator will forward copies to the Project Technical Committee.

Draft Final Report: Seven (7) copies of the Draft Final Report will be prepared and distributed to the members of the Project Technical Committee for review prior to printing of the Final Report.

Principal Investigators should allow ninety (90) days, in the Project Schedule, for completion of the review of the Draft Final Report including resolution of the Project Technical Committee's comments and receipt of approval from the Project Technical Committee Chairperson to submit the Final Report to the NETC Coordinator.

Final Report: Upon receipt of approval from the Chairperson of the Project Technical Committee to submit the Final Report to the NETC Coordinator, the PI will submit the following: a camera ready paper copy and a copy in ADOBE™ PDF on disk. Upon submittal of the Final Report to the NETC Coordinator, Principal Investigators should allow thirty days in the project schedule for completion of the Coordinator's review. Following this review, the Coordinator will instruct the PI to print the required number of copies of the Final Report.

TECHNOLOGY TRANSFER STRATEGY: NETC recognizes that research results are not automatically put into practice upon completion of the research and publication of the final report. Effective implementation is more likely when researchers and user

agencies collaborate to plan for implementation. Therefore, NETC requires that all research proposals, for NETC funded research, include a technology transfer and implementation plan for incorporating the research results/products into practice.

FUNDS AVAILABLE:

TIME TO COMPLETE:

PROJECT SCHEDULE: Proposals must include a schedule showing the start and end of each Principal Task. The dates shown in the schedule should be generic, i.e., “Month #1, Month #2, etc.”

DEVIATION FROM THE SCOPE OF WORK: In the event that the proposer deems it necessary to deviate from the Scope of Work (Cost, Principal Tasks, Time to Complete, etc.) in order to accomplish the objectives of the research project, such deviation should be noted and the reasons clearly stated in the proposal.

PROPOSAL EVALUATION GUIDELINES

1. **Understanding of the Problem:** A clear and succinct statement and understanding of the problem and the research objectives is desired. A review of the present state-of-the-art and a description of how the proposed work will create new knowledge and benefit the New England Transportation Consortium should be presented.
2. **Research Approach:** The evaluation of the research approach will consider consistency with the objectives and the scientific and practical aspects of the research methodology. This evaluation will include such items as the approach to data collection, cooperative features, innovative concepts, and reliability of equipment proposed for use. Consideration will also be given to whether or not the approach is sufficiently detailed, both in terms of work and budget allocations by tasks.
3. **Application of Results:** The evaluation will include a realistic appraisal of the prospects for successful accomplishment of project objectives. The evaluation will consider the statements in the proposal indicating the manner in which the anticipated results would be reported and how they could be used to improve transportation engineering or transportation evaluation practices; e.g., mathematical models, design techniques, field or laboratory test procedures, changes in highway specifications, impact methodologies, etc. Consideration will also be given to: a) the required Technology Transfer and Implementation Plan for incorporating the research results/products into practice and b) whether or not there might be any financial or institutional barriers to implementation of products from the research.
4. **Qualifications of Principal Investigator(s):** Proposals are desired from individuals having demonstrated capability and expertise in the subject problem area. The evaluation will be based on the evidence contained in the proposal pertaining to both the experience and the indicated amount of effort by the principal investigator(s).
5. **Facilities and Equipment:** The evaluation will be based on the evidence contained in the proposal. It is important to consider whether facilities and equipment are actually available or are proposed to be purchased or built. The proposal budget often provides some insight into this situation.
6. **PI's Past Performance:** Based on information provided by the NETC Coordinator, the evaluation will consider the PI's past performance on previously completed projects in regard to completion of projects on time. Proposals received from PIs who have active projects that are continuing beyond the project completion date will not be considered for funding.

**PROPOSAL EVALUATION GUIDELINES
(Cont'd)
Analysis Sheet**

PROJECT TITLE:
PRINCIPAL INVESTIGATOR(S):
COMMENTS:

	WEIGHTED WEIGHT X RATING=RATING
1. Understanding of the Problem: _____ _____ _____	_____ % X _____ = _____
2. Research Approach: _____ _____ _____	_____ % X _____ = _____
3. Application of Results: _____ _____ _____	_____ % X _____ = _____
4. Qualifications of Principal Investigator(s): _____ _____ _____	_____ % X _____ = _____
5. Facilities and Equipment: _____ _____	_____ % X _____ = _____
6. Past Performance: _____ _____	_____ % X _____ = _____

TOTAL WEIGHTED RATING _____

NOTES:

1. Weight: To be assigned by the Project Technical Committee.
The total of the five weights must equal 100%
2. Ratings: 'Outstanding' = 5, 'Very Good' = 4, 'Good' = 3, 'Fair' = 2, 'Poor' = 1
3. Each Technical Committee member will rank the proposals '1st', '2nd', '3rd', etc., based on the TOTAL WEIGHTED RATING they assigned to the proposal. The PI with the most '1st' rankings from all of the Technical Committee members will be selected.
4. 'Past Performance' will be rated as '0' if there is no history of failure to complete previously completed projects on time and '-5' if there is a history of failure to complete previously completed projects on time.

Approved NETC Adv. Comm. 12/1/99; Revised 2/26/07

PROCEDURE FOR FINALIZING AND FORMAT OF THE FINAL REPORT

1. **Procedure for Finalizing the Final Report:**

- Copies of the draft final report should be submitted to the Chairman and members of the Project Technical Committee for review. The Chairman of the Project Technical Committee will coordinate the Committee's review of the report and provide the PI with the review comments.
- In resolving the Technical Committee's review comments, the PI should communicate directly with the Chairman of the Technical Committee. When the PI has resolved the Technical Committee's comments to the satisfaction of the Chairman, the Chairman will provide the PI with an e-mail, with a copy to the NETC Coordinator, authorizing the PI to provide one (1) hard copy and a bookmarked PDF version on CD of the final report to the NETC Coordinator for a final 'quality control' check. Upon completion of the 'quality control' check, the Coordinator will provide the PI with NETC report covers and backs and authorize the printing of seventy-five (75) paper copies.

2. **Format for the Final Report:** NETC's format requirements for the final report are as follows:

- **Title Page (See attached):**

Title: The following should be used as the title: *"(To be provided by NETC Coordinator)"*

Format: The title should be located on page "i" of the report as shown in the attached Sample Title Page so as to show through the cutout in the NETC report cover. For "NETCR", use *"(To be provided by NETC Coordinator)"*. For "Project No.", use *"(To be provided by NETC Coordinator)"*

The following disclaimer statement must be provided at the bottom of the title page:

"This report, prepared in cooperation with the New England Transportation Consortium, does not constitute a standard, specification, or regulation. The contents of this report reflect the views of the author(s) who is (are) responsible for the facts and the accuracy of the data presented herein. The contents do not necessarily reflect the views of the New England Transportation Consortium or the Federal Highway Administration".

3. **Technical Report Documentation Page, Form DOT F 1700.7 (8-72) (See**

attached): This page, page "ii" of the report, should be placed immediately following the title page. Box 9. should read: *"(To be provided by NETC Coordinator)"*. Box 14. should read: *"(To be provided by NETC Coordinator)"*. All of the blank boxes on the form should be appropriately completed.

4. **SI (Modern Metric) Conversion Factors Page (See attached):** This page, page "iii" of the report, should be placed immediately following the Technical Report Documentation page.

5. **Report Covers and Backs:** NETC report covers and backs will be mailed to the PI.

SAMPLE TITLE PAGE

Analytical and Experimental Investigation of the Effects of Concrete Removal Operations on Adjacent Concrete That is to Remain

**Dr. Rusk Masih, PI
Dr. Tixiang Wang, Co PI
Andrew Forbes Student Assistant**

**Prepared for
The New England Transportation Consortium
January 15, 2002**

NETCR29

Project No. 99-6

This report, prepared in cooperation with the New England Transportation Consortium, does not constitute a standard, specification, or regulation. The contents of this report reflect the views of the authors who are responsible for the facts and the accuracy of the data presented herein. The contents do not necessarily reflect the views of the New England Transportation Consortium or the Federal Highway Administration.

Technical Report Documentation Page

1. Report No.	2. Government Accession No. N/A	3. Recipient's Catalog No. N/A	
4. Title and Subtitle		5. Report Date	
		6. Performing Organization Code N/A	
7. Author(s)		8. Performing Organization Report No. NETCR _____	
9. Performing Organization Name and Address		10 Work Unit No. (TRAVIS) N/A	
		11. Contract or Grant No. N/A	
		13. Type of Report and Period Covered	
12. Sponsoring Agency Name and Address New England Transportation Consortium 179 Middle Turnpike University of Connecticut, U-5202 Storrs, CT 06269-5202		14. Sponsoring Agency Code NETC _____ A study conducted in cooperation with the U.S. DOT	
15 Supplementary Notes N/A			
16. Abstract			
17. Key Words		18. Distribution Statement No restrictions. This document is available to the public through the National Technical Information Service, Springfield, Virginia 22161.	
19. Security Classif. (of this report) Unclassified	20. Security Classif. (of this page) Unclassified	21. No. of Pages	22. Price N/A

SI* (MODERN METRIC) CONVERSION FACTORS

APPROXIMATE CONVERSIONS TO SI UNITS

APPROXIMATE CONVERSIONS TO SI UNITS

Symbol	When You Know	Multiply By	To Find	Symbol	When You Know	Multiply By	To Find	Symbol
LENGTH								
in	inches	25.4	millimetres	mm	millimetres	0.039	inches	in
ft	feet	0.305	metres	m	metres	3.28	feet	ft
yd	yards	0.914	metres	m	metres	1.09	yards	yd
mi	miles	1.61	kilometres	km	kilometres	0.621	miles	mi
AREA								
in ²	square inches	645.2	millimetres squared	mm ²	millimetres squared	0.0016	square inches	in ²
ft ²	square feet	0.093	metres squared	m ²	metres squared	10.764	square feet	ft ²
yd ²	square yards	0.836	metres squared	m ²	hectares	2.47	acres	ac
ac	acres	0.405	hectares	ha	kilometres squared	0.386	square miles	mi ²
mi ²	square miles	2.59	kilometres squared	km ²				
VOLUME								
fl oz	fluid ounces	29.57	millilitres	mL	millilitres	0.034	fluid ounces	fl oz
gal	gallons	3.785	Litres	L	litres	0.264	gallons	gal
ft ³	cubic feet	0.028	metres cubed	m ³	metres cubed	35.315	cubic feet	ft ³
yd ³	cubic yards	0.765	metres cubed	m ³	metres cubed	1.308	cubic yards	yd ³
MASS								
oz	ounces	28.35	grams	g	grams	0.035	ounces	oz
lb	pounds	0.454	kilograms	kg	kilograms	2.205	pounds	lb
T	short tons (2000 lb)	0.907	megagrams	Mg	megagrams	1.102	short tons (2000 lb)	T
TEMPERATURE (exact)								
°F	Fahrenheit temperature	5(F-32)/9	Celsius temperature	°C	Celsius temperature	1.8C+32	Fahrenheit temperature	°F

NOTE: Volumes greater than 1000 L shall be shown in m³

* SI is the symbol for the International System of Measurement

QUARTERLY PROGRESS REPORT FORMAT

- A. PROJECT NUMBER AND TITLE:**
- B. PRINCIPAL INVESTIGATOR(s) & UNIVERSITY(s):**
- C. WEB SITE ADDRESS** *(If one exists):*
- D. START DATE** *(Per NETC Agreement):*
- E. END DATE** *(Per NETC Agreement):*
- F. ANTICIPATED COMPLETION DATE:** *If different from the END DATE in paragraph E, the reason must be given. It is the responsibility of the Principal Investigator to insure that the project, including review of the draft report by the Project Technical Committee and the printing of the Final Report, is completed prior to the Agreement End Date. Costs incurred after the Agreement End Date cannot be reimbursed. Requests for extensions of the Agreement End Date must contain the reasons for the request and be submitted so as to arrive in the Coordinator's office at least 90 days prior to the Agreement End Date.*
- G. PROJECT OBJECTIVES:**
- H. REPORT PERIOD:**
- I. ACCOMPLISHMENTS THIS PERIOD:**
- J. PROBLEMS ENCOUNTERED (If any):**
- K. TECHNOLOGY TRANSFER ACTIVITIES:** *List any reports, papers, presentations published/presented during the report period.*
- L. STATUS BY TASK:** *Show Work Task Number, description and % complete for each task including those completed, those underway, and those not started.*
- M. PERCENT COMPLETION OF TOTAL PROJECT:** _____%
- N. ACTIVITIES PLANNED FOR NEXT QUARTER:**
- O. FINANCIAL STATUS:**
As of: *Month, Day, Year*
Total Project Budget: \$ _____
Total Expenditures: \$ _____

Note: This report should not require more than 2-3 pages.

**NEW ENGLAND TRANSPORTATION CONSORTIUM POLICIES AND PROCEDURES
TYPICAL SCHEDULE OF PROGRAM YEAR ACTIVITIES**

January 1st Week:

- Deadline for Coordinator's receipt of the Problem Statements from NETC Advisory Committee State DOT representatives that are to be screened, ranked and selected for funding at the March Advisory Committee meeting.

February 1st Week:

- Deadline for Coordinator's receipt of Technical Committees' evaluations of Proposals received in December and to be acted on at the March Advisory Committee meeting.

February 2nd Week:

- Deadline for receipt of TRIS search results from ConnDOT for the Problem Statements received in January

Mid-February:

- Coordinator forwards Problem Statements and results of TRIS/NCHRP search to Advisory Committee members
- Coordinator submits Draft Annual Report for review. Comments due to Coordinator by end of February.

Early-March, NETC Advisory Committee Meeting:

- Quarterly Financial Status Report
- Quarterly Project Progress Reports
- Action on recommendations from Technical Committees regarding the evaluation of proposals and the award of project funding
- Screening, ranking and selection of the Problem Statements to be recommended to the Policy Committee as the 'Research Program' for the upcoming Federal fiscal year

Mid-March:

- Coordinator notifies Universities and PIs of awards of project funding
- Lead Agency (ConnDOT) initiates preparation of Project Agreements
- Coordinator solicits, from the NETC Advisory Committee DOT representatives and FHWA representatives, appointments to the Technical Committees that will develop Scopes of Work for the Problem Statements selected by the Advisory Committee for the 'Research Program' for the upcoming Federal fiscal year
- Coordinator distributes Annual Report for previous calendar year
- Update NETC website

Mid-April:

- Publish Spring Issue of NETC Newsletter
- After receiving Policy Committee's approval of Advisory Committee's recommendation regarding the Problem Statements to be funded, Coordinator arranges organizational/orientation meeting of Technical Committees and Technical Committees begin development of Scopes of Work to be included in the RFP's to be issued in mid-July

TYPICAL SCHEDULE OF PROGRAM YEAR ACTIVITIES
(Cont'd)

Mid-June:

- Deadline for Coordinator's receipt of Scopes of Work from Technical Committee Chairpersons

Early-July, NETC Advisory Committee Meeting:

- Quarterly Financial Status Report
- Quarterly Project Progress Reports
- Act on Scopes of Work developed by Technical Committees for the Problem Statements selected for funding by the Advisory Committee at its March meeting
- Approval for Coordinator to issue RFP's

Mid-July

- Coordinator issues RFPs

October 1st Week:

- Coordinator solicits Problem Statements from member State DOTs to be screened, ranked and selected for funding by the Advisory Committee at its March meeting
- Coordinator requests NETC Advisory Committee DOT representatives to notify the appropriate financial personnel in their respective DOTs that the annual allocation is due and prepares letter for NETC Policy Committee Chairperson to notify members of the NETC Policy Committee.
- Publish Fall Issue of NETC Newsletter

Mid November, NETC Advisory Committee Meeting:

- Quarterly Financial Status Report
- Quarterly Project Progress Reports
- Action on Coordinator's Budget for upcoming calendar year

December 1st Week:

- Deadline for Coordinator's receipt of Proposals for the RFPs issued in July
- Coordinator distributes Proposals to Technical Committees for evaluation

SCHEDULE REPEATS

DISTRIBUTION LIST FOR FINAL REPORTS

AASHTO RESEARCH ADVISORY COMMITTEE-Region 1:

FINAL REPORTS - Receives:

- a) **Technical Report Documentation Page**
- b) **Notification that report is available in electronic PDF format from TRB (Hyperlink provided by URL)**

ANNUAL REPORTS - Receives:

- a) **Notification that report is available in electronic PDF format from the Consortium's website at: www.netc.umassd.edu**

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- b) **Notification that report is available in electronic PDF format from TRB (Hyperlink provided by URL)**

ANNUAL REPORTS - Receives:

- a) **Notification that report is available in electronic PDF format from the Consortium's website at: www.netc.umassd.edu**

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FEDERAL HIGHWAY ADMINISTRATION DIVISION OFFICES (MA, ME, NH, RI, VT):

FINAL Reports - Receives:

- a) One Paper Copy
- b) Notification that report is available in electronic PDF format from TRB (Hyperlink provided by URL)

ANNUAL REPORTS - Receives:

- a) One Paper Copy
- b) Notification that report is available in electronic PDF format from the Consortium's website at: www.netc.umassd.edu

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NETC ADVISORY COMMITTEE (STATE UNIVERSITIES):

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