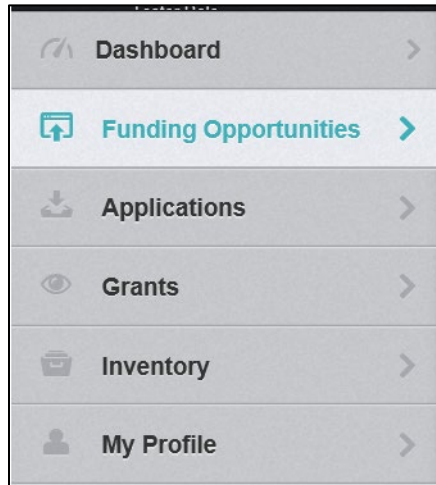


Submitting a Research Idea

To submit a research idea to be considered for the TDOT's Call for Projects, follow the steps outlined below.

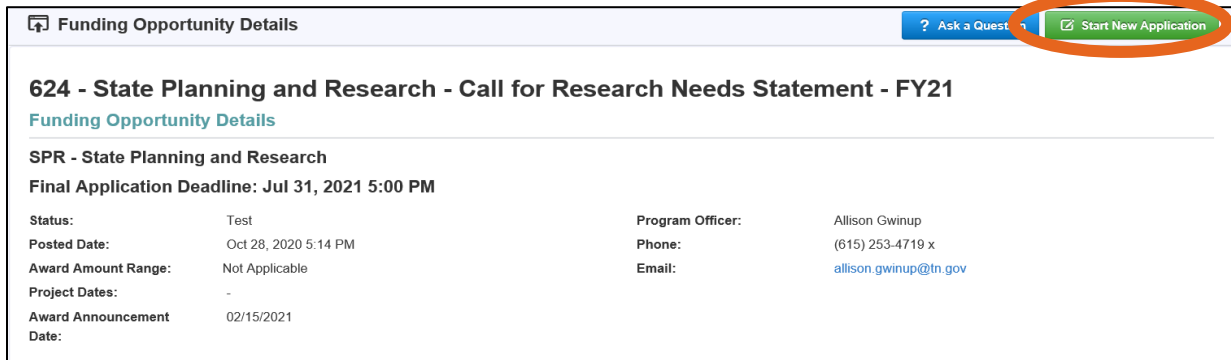
1. Start by selecting "Funding Opportunities" in the menu on the left side of the screen.



2. Once you select Funding Opportunities, navigate to the opportunity entitled: "FY20XX Call for Research Needs Statement."

| ☰ Currently Posted Funding Opportunities | | | | | | |
|--|--------|--|--|---|-----------------------|----------------------------|
| ID | Status | Agency | Program Area | Title | Posted Date | Final-Application Due Date |
| 993 | Test | Baseline | Test Program Area | Training FO for form creation | | Dec 31, 2021 5:00 PM |
| 33 | Test | Tennessee Department of Transportation - Environmental Division - Highway Beautification | Litter Grant Program | Litter Program Funding Opportunity FY 20-21 | Sep 24, 2020 4:06 PM | May 27, 2021 10:30 AM |
| 624 | Test | Tennessee Department of Transportation - Long Range Planning | SPR - State Planning and Research | FY 2022 Call for Research Needs Statement | Jul 22, 2021 4:02 PM | Sep 27, 2021 5:00 PM |
| 784 | Test | Tennessee Department of Transportation - Long Range Planning | SPR - State Planning and Research | State Planning and Research - Call for Proposals - FY22 | Aug 27, 2020 10:19 AM | Dec 30, 2021 5:00 PM |
| 855 | Test | Tennessee Department of Transportation - Multimodal | Section 5311 - Non-Urbanized Area Grants | 5311 - Non-Urbanized Area Grants Funding Opportunity | Oct 21, 2020 10:54 AM | May 31, 2022 3:00 PM |

- In the "Call for Research Needs Statements" funding opportunity, click the button that reads "Start New Application."



Funding Opportunity Details

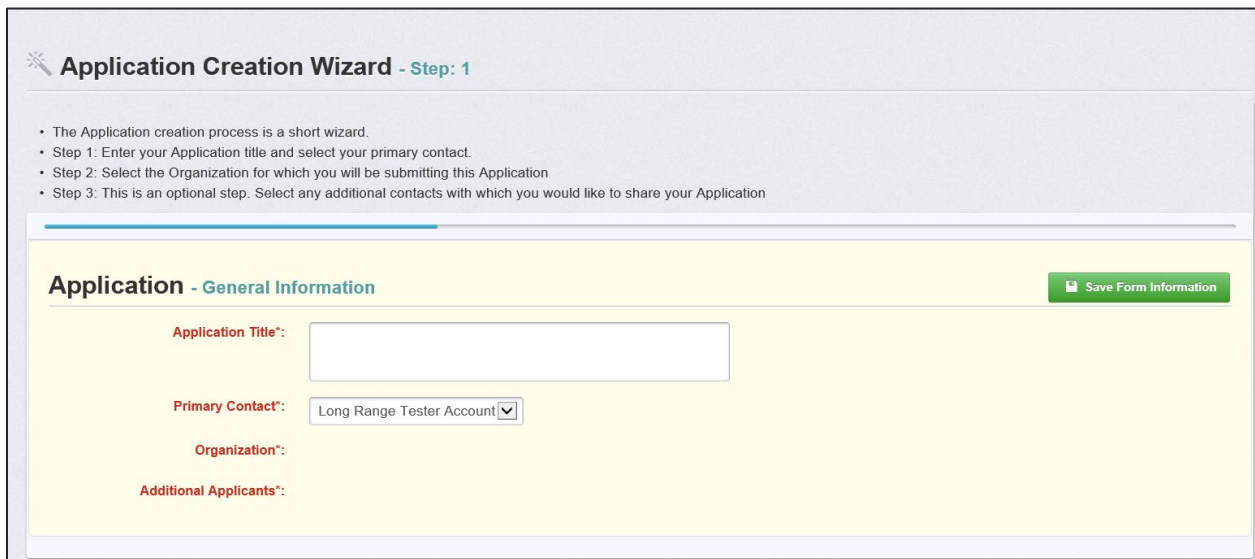
624 - State Planning and Research - Call for Research Needs Statement - FY21

SPR - State Planning and Research

Final Application Deadline: Jul 31, 2021 5:00 PM

| | | | |
|---------------------------------|----------------------|-------------------------|--|
| Status: | Test | Program Officer: | Allison Gwinup |
| Posted Date: | Oct 28, 2020 5:14 PM | Phone: | (615) 253-4719 x |
| Award Amount Range: | Not Applicable | Email: | allison.gwinup@tn.gov |
| Project Dates: | - | | |
| Award Announcement Date: | 02/15/2021 | | |

- Complete Step 1 in the Application Creation Wizard - enter the research idea title in the text box that says application title. Ensure your name is listed as the "Primary Contact."



Application Creation Wizard - Step: 1

- The Application creation process is a short wizard.
- Step 1: Enter your Application title and select your primary contact.
- Step 2: Select the Organization for which you will be submitting this Application
- Step 3: This is an optional step. Select any additional contacts with which you would like to share your Application

Application - General Information

Application Title*:

Primary Contact*: Long Range Tester Account

Organization*:

Additional Applicants*:

[Save Form Information](#)

- After all required fields have been filled out, select the "Save Form Information" button.



6. Choose your Organization from the drop-down in Step 2 of the Application Creation Wizard. Then click "Save Form Information."

Application Creation Wizard - Step: 2

Application - General Information Save Form Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.
The Authorized Official, if this is displayed, is the person from your organization who is authorized to submit the proposal and commit your organization to the work involved.
Select the organization, if you belong to more than one, for which you will be submitting this application.

Application ID*: 4

Program Area*: Test Program Area

Funding Opportunity*: 2-Example Funding Opportunity

Application Stage*: Final Application

Application Status*: Editing

Application Title*: Application Title

Primary Contact*:

Organization*: Grantee Organization

7. In step 3 of the Application Creation Wizard, you can add 'Additional Applicants' but this is not necessary; additional authors can be noted later. Simply click "Save Form Information" in this step.

Application - General Information Save Form Information

Application ID*: 1140

Program Area*: SPR - State Planning and Research

Funding Opportunity*: 624-State Planning and Research - Call for Research Needs Statement - FY21

Application Stage*: Final Application

Application Status*: Editing

Application Title*: Test

Primary Contact*: Jacob Thompson

Organization*: Tennessee Department of Transportation - Long Range Planning Division

Select any additional contacts within your organization that will also manage this grant.

Additional Applicants: Long Range Tester Account

Note: After the general information has been provided, the system has created and assigned an application ID to the research idea. If you log out of the system after this point, the information has been saved, do not start a new application for a research idea. Instead, select "Applications" from the left side menu and find the partially completed research idea there.

- Once the general information has been completed, you will be brought to the Application Details page. Select the "Research Needs Statement" form to submit details about your research idea.

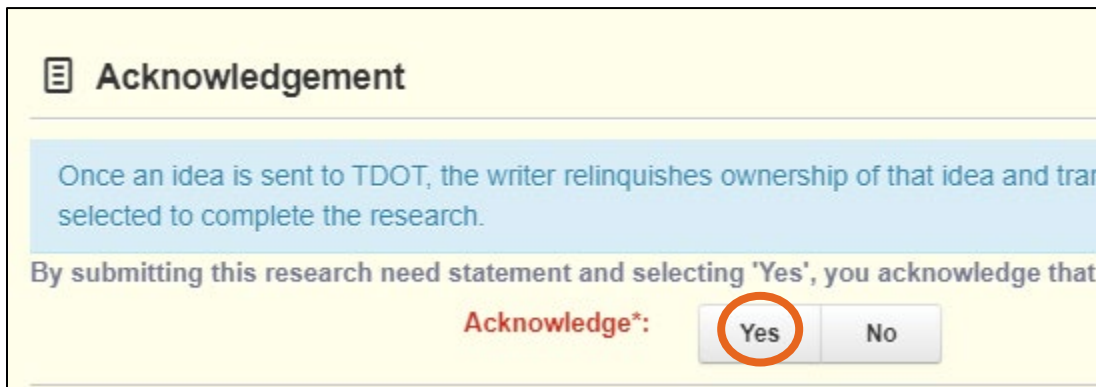
The screenshot shows the 'Application Details' page with a navigation bar containing 'Application Preview', 'Alert History', and 'Map'. Below the navigation bar is a header for 'Application Details' with a document icon. A red banner indicates 'Application cannot be Submitted Currently' with a bullet point: 'Application components are not complete'. Below this is a table with two columns: 'Component' and 'Complete?'. The table has two rows: 'General Information' with a green checkmark, and 'Research Needs Statement' which is circled in orange.

| Component | Complete? |
|--------------------------|-----------|
| General Information | ✓ |
| Research Needs Statement | |

- Complete all required information for the research needs statement. Using the text boxes provided, respond to the prompts in gray for each section of the research needs statement.

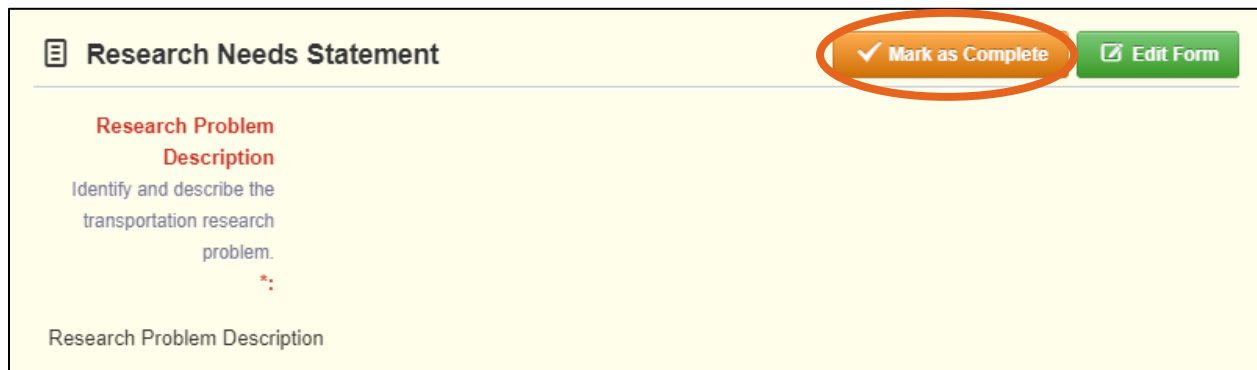
The screenshot shows the 'Research Needs Statement' form. At the top right is a green 'Save Form' button. The form has two main sections. The first is 'Research Problem Description' with a prompt 'Identify and describe the transportation research problem.' and a large text area. Below the text area is a note: 'This field is limited to 2,000 characters.' The second section is 'Related Research Project' with the prompt 'Is this research idea related to or a continuation of a TDOT research project?' and two buttons: 'Yes' and 'No'.

10. To submit a research idea to TDOT, the writer relinquishes ownership of the idea and transfers it to the Department. You must select “Yes” in the Acknowledgement field for your idea to be considered for the Call for Projects.



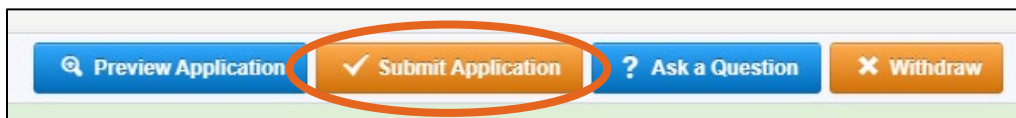
The screenshot shows a section titled "Acknowledgement" with a list icon. Below the title is a light blue box containing the text: "Once an idea is sent to TDOT, the writer relinquishes ownership of that idea and transfers it to the Department. You must select 'Yes' in the Acknowledgement field for your idea to be considered for the Call for Projects." Below this box is the text: "By submitting this research need statement and selecting 'Yes', you acknowledge that". At the bottom, there is a label "Acknowledge*" followed by two buttons: "Yes" and "No". The "Yes" button is circled in orange.

11. Once all the fields have been filled out properly, click the button that reads ‘Save Form’ on the right of the screen. If the research needs statement is complete, select “Mark as Complete.” If additional edits need to be made, click the “Edit Form” button.



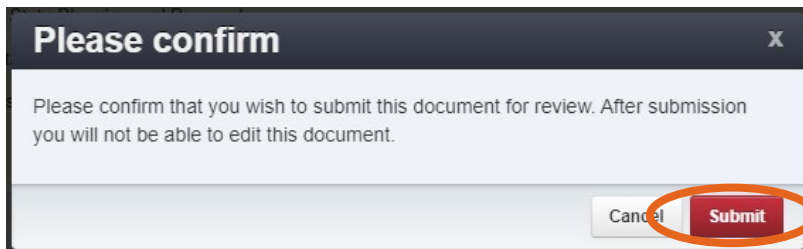
The screenshot shows a section titled "Research Needs Statement" with a list icon. On the right side, there are two buttons: "Mark as Complete" (with a checkmark icon) and "Edit Form" (with a pencil icon). The "Mark as Complete" button is circled in orange. Below the title, there is a section for "Research Problem Description" with a red asterisk indicating a required field. The text reads: "Identify and describe the transportation research problem." Below this text is a text input field with the placeholder text "Research Problem Description".

12. Once complete, select the “Submit Application” button on the Application Details page.



The screenshot shows a horizontal row of four buttons: "Preview Application" (with a magnifying glass icon), "Submit Application" (with a checkmark icon), "Ask a Question" (with a question mark icon), and "Withdraw" (with an X icon). The "Submit Application" button is circled in orange.

13. You will receive a pop-up confirmation informing you that once you click "Submit" the system will no longer let you edit the application. Select "Submit" to complete your research idea submission.



14. Congratulations – your research idea is now submitted!