UCLA Institute of
Transportation Studies

Institute of
Transportation
Studies | UNIVERSITY
OF
CALIFORNIA

Statewide Transportation Research Program

Request for Proposals

Fiscal Year 2022-23 Research Grants

RFP Issued   Tuesday, April 5, 2022

Proposals Due   Wednesday, June 1, 2022 @ 5:00pm PT

Apply at   Google Form Submission (@g.ucla.edu login is required)

Table of Contents

Part I: Description of Funding Opportunity

Section A: Overview

The [UCLA Institute of Transportation Studies](#) (ITS) Statewide Transportation Research Program (STRP) is supported by an annual allocation from the State of California through the [Road Repair and Accountability Act of 2017 (SB 1)](#) and the Public Transportation Account (PTA) to support research, education, and outreach activities that directly address and inform transportation policy, planning, and engineering issues in California. The STRP responds to priorities identified by the Assembly Transportation Committee, Senate Transportation Committee, the California State Transportation Agency, and the [UC ITS Board of Advisors](#).

Section B: Research Priorities

Eligible applicants are invited to submit research proposals that respond to the priorities listed in Part II of this request for proposals (RFP). All research and translational projects funded through this RFP must be conducted in conjunction with at least one public sector stakeholder. More information about stakeholder participation requirements are outlined in Part III, Section B: Proposal Organization.

Section C: Funding Availability

Approximately $600,000 will be allocated to projects selected through this RFP. Eligible project types and award ranges for this solicitation are presented in Part III, Section A: Eligibility.

Section D: Project Award Period

Researchers will be notified by Tuesday, July 26, 2022, whether or not their submitted proposal has been selected for funding. The anticipated start date for projects is the beginning of the Fall 2022 quarter/semester on each respective UC campus. The projects are expected to run for 12 months, followed by a period for disseminating the research results to relevant stakeholders and decision-makers. After the project close-out date, all remaining funds in the project's account will revert back to UCLA ITS.

Section E: Key Activities Schedule

Key activities and deadlines for this solicitation are presented below:

Activity	Date	Time

Solicitation Release	Tuesday, April 5, 2022	
Deadline to Submit Proposals	Wednesday, June 1, 2022	5:00 PM PT
Notice of Award	By Tuesday, July 26, 2022	
Project Start Date	First day of Fall 2022 quarter/semester	
Project End Date	12 months after the project start date	

Section F: Contact Information

For general questions regarding this RFP, please contact:
Juan Matute, Deputy Director
562-546-2831
jmatute@ucla.edu

For questions specific to budget preparation, please contact your departmental fund manager and UCLA Institute of Transportation Studies Operations Manager Whitney Willis (wwillis@ucla.edu).

For assistance identifying and/or connecting with a public sector stakeholder for your project, please contact Juan Matute by May 10th.

To be added to the mailing list to receive this RFP in future years, please complete this form.

Part II: FY 2022-23 Research Priorities

A. Senate Bill 1 Advisor Priorities

The Road Repair and Accountability Act of 2017 (Senate Bill 1) designated three advisors to the UC ITS STRP: the Secretary of Transportation and the Chairs of the Assembly Committee on Transportation and the Senate Committee on Transportation. The following priorities were identified for the 2022-23 STRP cycle by the California State Transportation Agency (CalSTA) Acting Secretary Elissa Konove, Assembly Member Laura Friedman (Chair of the Assembly Transportation Committee), and Randy Chinn (Chief Consultant, Senate Transportation Committee) on behalf of Senator Lena Gonzalez (Chair of the Senate Transportation Committee).

1) **Rural Electric Vehicle Charging:** Analyze and identify key considerations for determining potential locations of publicly accessible EV charging stations in rural areas. Proposed projects should consider existing prohibitions in federal and state statutes and regulations, and also consider basing the study on a specific non-urban region in California so the lessons learned can be scaled and replicated throughout the state. This research will help inform an expected $384 million from the federal government to deploy an electric vehicle (EV) charging station network throughout the state over the next 5 years.

2) **Scooter Design and Safety:** Evaluate the design of scooters (e.g., wheel size, length of board, lighting, number of wheels) currently on the market in terms of user safety, and provide recommendations for scooter specifications that would further enhance safety

3) **Cyclist Safety:** Evaluate the safety effects of adopting the "Idaho Stop" or "Delaware Yield" for cyclists at stop signs in California

4) **Inland Ports:** Summarize inland port operations in the United States and internationally, and identify lessons learned and key considerations for California.

B. Additional 2022-23 Research Priorities

1) Transportation Equity

a) Assess the availability of analytical tools and data that can be used to understand the social justice impacts of proposed transportation projects, programs, and investments at different geographic scales (i.e., regional, city-level, corridor-level, project-level) and for different subpopulations, and/or propose an approach for how

impacts can be measured and monitored at different geographic scales.[1]

b) Evaluate the process, outcomes, challenges, and lessons learned from community-based, community-led transportation-related planning efforts, such as the Community Air Protection Program administered by the California Air Resources Board in response to AB 617 (C. Garcia, Chapter 136, Statutes of 2017).

c) Evaluate how transportation investments (including investments in infrastructure, services, programs, and zero-emission vehicles, such as the Clean Cars for All program) affect low income and black and brown communities differently than other users of the transportation system.

2) Public Transit and Shared Mobility

a) Examine the relationship between road pricing and transit performance.

b) Evaluate strategies for improving the safety of transit environments, and transit service for the essential workforce.

3) Advanced Technologies, Communication Systems, and Data

a) Evaluate technology solutions and/or strategies for managing the curb and sidewalk, especially related to the use and management of e-bikes and e-scooters.

b) Identify and assess strategies to address cybersecurity and privacy risks in the transportation sector.

c) Synthesize lessons learned across pilot projects that test advanced technologies and/or communications systems in transportation.

4) Freight and Goods Movement

a) Identify strategies and opportunities for collecting better data on ZEV truck activity patterns.

b) Examine the spatial air quality benefits of heavy-duty ZEV deployment.

c) Evaluate the success, opportunities, and challenges related to state-funded zero-emission trucks and equipment demonstrations at the ports, and summarize lessons learned.

5) Vehicle Electrification

a) Identify regional infrastructure gaps for transportation electrification (especially for trucks), and assess the implications for the grid. The Southern California Association of Governments is a potential partner for this work as they will be embarking on a long-range plan for accelerating vehicle electrification.

b) Evaluate strategies and policy options for removing internal combustion engine

---

[1] Please note Caltrans' effort to develop an Equity Transportation Index to be released Fall 2022. More information available at: https://dot.ca.gov/programs/planning-modal/race-equity/eqi

vehicles before end of life across different vehicle classes (e.g differentiated registration fees, etc).

c) Evaluate the needs of low-income communities in terms of ZEV adoption and deployment (including access to charging), and identify strategies for sustaining engagement with these communities to understand their needs over time.[2]

d) Examine strategies to encourage smarter vehicle charging by individuals and fleets.

6) Transportation Infrastructure and SB-1 Implementation

a) Evaluate strategies to improve transportation system resilience.

b) Conduct research to inform the design, delivery, and/or evaluation of grant programs supported by Senate Bill 1, including the following: California Trade Corridor Enhancement Program; Solutions for Congested Corridors Program; Active Transportation Program; Transit and Intercity Rail Capital Program; and the Freeway Service Patrol Programs.

C. Research Synthesis Priorities

1) Evaluate the state of the art, barriers, and opportunities for using drones for data collection.

2) Summarize lessons learned from the transit sector in terms of ZEV adoption that can be applied to the heavy-duty sector.

---

[2]The California Air Resources Board recently funded a project related to this prompt so proposals should be complementary to this work: https://ww2.arb.ca.gov/our-work/programs/sustainable-communities-program/research-solicitations/zevs-and-equity

Part III: Proposal Eligibility, Preparation, and Submission Guidelines

Section A: Eligibility

Eligible Applicants

Lead applicants include anyone eligible to serve as a Principal Investigator (PI) at UCLA. Other researchers, graduate students, and undergraduate students can be included in the proposal with her/his/their salary covered in place of the PI's in part or in whole; however, the PI remains responsible for the project. Researchers from other university systems, the public sector, and/or for-profit private sector are not eligible for funding through this RFP. Exceptions may be approved if special circumstances warranting the exception are fully explained in the proposal. Interdisciplinary research teams are strongly encouraged. See Eligible Costs and Budget Guidelines in this section as well as Section B Letters of Support for more information on including community-based partners in your research proposal.

PIs who have outstanding deliverables for previously awarded UC ITS projects are not eligible to apply unless all outstanding deliverables are submitted and approved prior to the proposal deadline for this RFP. Those with projects funded in the FY 2020-21 UC ITS RFP cycle are eligible to apply; however, all deliverables from the PI's current FY 2021-22 award must be completed before FY 2022-23 funds will be disbursed.

Community-Based Organizations

PIs conducting place-based research or research of vulnerable or disadvantaged populations are encouraged to partner with relevant community-based organizations in designing, performing, and disseminating the research, and to compensate them for their work. This compensation is distinct from any IRB-approved research subject participation incentives and all research subject compensation must be approved by your campus IRB. Proposals that incorporate the meaningful participation of community-based organizations and/or support meaningful engagement with communities can exceed the maximum funding amount for the research and translational project proposal types (see Eligible Projects in this section for maximum funding amounts for different proposal types). This excess amount above the maximum funding amount is limited to those funds budgeted for the community-based organization and/or individuals contributing to the research, and/or community engagement-related expenses as described above. The excess amount cannot exceed 25% of the maximum funding amount for the proposal type.

PIs interested in including funding for a community-based partner are encouraged to reach out to the STRP manager on their campus to make sure the community-based partner is eligible to receive funding. UC policy governing the use of the 18XXX funding awarded under this solicitation requires:

1. Organizations must have and furnish a taxpayer ID number, typically a Employer Identification Number. Individuals must have a taxpayer ID number, either a Social Security Number or Individual Taxpayer Identification Number.
2. Payments of up to $4,999 to organizations can be processed with an invoice. The invoice must specify the services performed in designing, administering, and disseminating the research. The invoice can specify costs as time (hourly) and/or non-time units (e.g., cost per meeting, cost per recruited participant).
3. Payments to organizations in excess of $4,999 will require a contract. Consult your purchasing department for additional information.
4. Payments to individuals will either be processed as an honorarium (maximum of $3,000) or as an independent consultant (1099-NEC). Consult your purchasing department for additional information.

A community-based organization may be representative of a place-based or non-place-based community. Explicit connections between a research question or general area of inquiry may be more direct for place-based communities versus non-place-based communities. Such organizations typically have a first-degree connection with individuals in a study population. Organizations with second-degree connections (e.g. coalitions of several organizations with first-degree connections to people) may be eligible provided that outreach to the coalition organization involves the participation of those constituent organizations with first-degree connections to the population of interest for the research.

Multi-Campus Collaborations
The UC ITS is a [Multicampus Research Unit](#) and explicitly encourages multicampus collaborations both within the multi-branch UC ITS (Berkeley, Davis, Irvine, UCLA) and with other UC campuses. For multi-campus collaborative projects, the proposal should outline the work to be completed at each institution, identify the PI at each UC campus, and explain in the scope of work whether each task could or could not be completed without funding from the other campus. Separate budgets should be prepared for each campus. The PI at each campus shall submit the full proposal (i.e., describing the complete project representing the contributions of all partners) and the budget for only her/his/their campus using the process outlined in the RFP for her/his/their campus. Partners from UC campuses outside of the UC ITS must submit the proposal and budget via the process defined in the RFP for non-ITS UC campuses posted at http://www.ucits.org/request-for-proposals/. The decision to fund a multi-campus proposal in its entirety or in part will be made collaboratively by the ITS campuses named in the proposal.

Eligible Projects

Eligible projects must respond to one or more of the research priorities listed in Part II. The following project types will be considered:

Project Type	Description	Maximum Award Amount
Community-Based Organization Relationship Building Seed Grant	This program is intended to provide funding for UCLA researchers to build relationships with non-governmental organizations that work with or regularly engage with people who are under-represented in existing structures of academic knowledge or who or who have tacit knowledge of spatial areas (local communities), with the goal of advancing research on understudied populations and places. See the definition of Community-Based Organizations above and the submission requirements for Community-Based Organization Seed Grant below for additional information.	$10,000
Research Synthesis	A research synthesis should synthesize and summarize existing research on a given topic and identify research gaps for critical policy and/or practice-related questions. The synthesis should be prepared for an informed but non-technical audience. The proposal should include at least one meeting with policymakers and/or practitioners as part of the development process. When applicable, researchers are encouraged to submit these syntheses to scholarly journals.	$25,000
Translational Project	Translational projects support the application or extension of completed research. Activities supported by translational projects can include real-world testing, website development, implementation activities, tool development, training programs, workshops, and/or development of practice- or policy-oriented outreach materials (e.g., policy briefs, infographics, blog posts). These projects must be conducted in coordination with an outside partner.	$50,000

Applied Research Project	Applied research projects close a knowledge gap on an important issue and involve original data acquisition and/or analysis. These projects must be conducted in coordination with a government agency partner.	$80,000

PIs may submit multiple proposals in response to this RFP but awards are limited to:
- One (1) Applied Research Project per PI per year; however, a PI may receive two (2) Applied Research Project awards if one of the awards respond to an SB 1 Advisor priority (See Part II, Section A); and
- Up to three (3) Research Translational Awards or Research Syntheses (or combination thereof) per PI per year; however, a PI may receive up to four (4) awards if one of the awards respond to an SB 1 Advisor priority (See Part II, Section A).
- A PI can receive a Community-Based Organization Relationship-building Seed Grant in addition to the maximum amounts specified above.

Eligible Costs and Budget Guidelines

All proposals must include a detailed budget. The budget should only include direct costs. These costs will vary depending on the project, but include the salaries and fringe benefits of project staff, travel, materials, supplies, and miscellaneous costs attributed to the project. There is no indirect cost for projects funded through this solicitation (i.e., Facilities and Administrative (F&A) rate is 0%). A budget template is provided. PIs are not required to use the budget template; however, if another format is used, then it must cover all the budget categories listed in the budget template.

For multi-campus collaborative proposals, the lead PI at each campus should submit the proposal budget as outlined by the RFP administered at her/his/their campus and the budget should cover the expenses related to activities and staff at her/his/their campus only. Expenses for other campuses should not be included.

Competitive applied research proposals will include funding for one graduate student researcher (a maximum of 49% time during academic terms—unless students are TAs or have other commitments—and preferably for 3 quarters, and preferably 100% during the summer). Funding for graduate students is encouraged but not required in research synthesis and translational project proposals. Non-resident tuition is an allowable expense as of August 25, 2021.

PIs planning to create journal articles resulting from a Research Project must budget $1,000 for article publishing charges or open access fees. An open access journal article is an acceptable final deliverable for a funded project. Otherwise, a final report must be published to eScholarship.org, which may jeopardize publication elsewhere.

A limited amount of materials, supplies, and travel for data collection purposes and/or presenting research may be included, provided that they are a direct expense related to completing or disseminating the work. International travel is not allowed. Domestic travel to events and/or meetings to present research results within California is encouraged. Domestic travel outside of California is not an allowable expense except in exceptional circumstances and if formally approved by the STRP Manager at the PI's campus. Proposers are discouraged from budgeting for computers, equipment, support staff, outside consultants, or any salary that goes beyond normal academic or summer compensation. A written justification for all supplies and travel is required.

Section B: Proposal Organization

Proposals for Research Syntheses, Translational Projects, and Research Projects should use the UCLA ITS Proposal Template and adhere to the following formatting guidelines:

- Font: 11 pt.
- Margins: no less than 1 inch on all sides (excluding headers and footers)
- Spacing: single spaced, with a blank line between each paragraph
- File Format: MS Word or PDF files, excluding the budget which should be submitted as an Excel spreadsheet.

Below is a description of each required section of the submission package.

1) **Cover page** – Use template provided in the Proposal Template

2) **Proposal Narrative** – Not to exceed five pages. Include page numbers on each page. The proposal narrative must include the following subheadings:

   - *Problem Statement*: Discuss the problem and/or challenge you are proposing to address. Name specific state policies and/or goals to provide context. (max 200 words)

   - *Proposal Summary:* Describe how you will address the problem and/or challenge described in the problem statement. Provide an overview of the proposed work plan. (max 300 words)

   - *Expected Impact*: Explain how achieving the goals of the project will help advance transportation policy and/or practice in California. Identify public agencies, community stakeholders, and/or other external stakeholders involved in your project; and explain how your research will be or could be used by external partners. (max 300 words)

   - *Equity Considerations:* Include a summary statement on the relevance to and impacts of your research on transportation equity. For the purpose of this RFP, transportation equity refers to research that analyzes or considers the distribution of benefits among individuals, groups, or areas conferred by transportation, the distribution of costs among individuals, groups, or areas imposed by transportation systems, and/or the meaningful participation under-represented voices in transportation research and decision-making processes. For example, the proposed research might examine the

needs of travelers historically marginalized because of their social status, such as race, class, gender, sexual orientation, and ability. Addressing equity is not a requirement of the funding program; however, all researchers are strongly encouraged to consider how their project does or does not address equity and justice. (max 300 words)

- *Research Design (this section is only required for applied research proposals)*: Provide an overview of your research design and methods in sufficient detail so that reviewers can evaluate your approach (max. 1,500 words). In particular:
    - If the study relies on existing data, describe the data to be used and its sources.
    - If the study involves original data collection, explain the methods for collecting data, including site selection, sampling, and measurement methods (e.g., observations, surveys).
    - If the study involves the development of a model, explain the process for developing, as well as validating the model.
    - If the study involves the application of a model, explain the nature of the model in terms of inputs and outputs, as well as its internal workings (in easily understandable terms).
    - If the study involves scenario testing, explain the process for defining the scenarios.
    - Proposers are expected to consider changing human subjects public health protections that their Institutional Review Board may put into place due to the project period.
- *Products and Deliverables:* List and describe all anticipated products and deliverables from the project. A final research report and 2-page policy brief are required for all applied research projects and research synthesis projects. Deliverables for translational projects (as well as applied research and research synthesis projects) can include tools, websites, agendas, presentations, video recordings, outlines, draft literature review, working documents, webinars, and other types of products. Describe any community-focused deliverables if applicable. (max. 500 words)

3) **Scope of Work** – The scope of work identifies the tasks required to complete the work. This section should be 1–2 pages and include a Task Schedule (see the proposal template for scope of work and task schedule example). For multi-campus collaborative proposals, provide a clear explanation of which tasks will be completed by which partner, and indicate the degree to which tasks are dependent on each other; please use a table to present this information. All scopes of work must include an engagement task outlining the target audience for the research and how preliminary and/or final results will be shared with and/or communicated to this audience. Be as specific as possible when describing the type (e.g., organize a workshop, present at a policy conference, share preliminary and/or final reports with practitioners) and quantity of engagement activities. If a community-based organization, non-profit organization, and/or community leader is

included as a sub-recipient, then clearly identify how the organization / individual will contribute to the tasks outlined in the scope of work.

4) **Project Budget** – See Section A, Eligibility for more information on eligible project costs and budget format.

5) **Budget Justification** – A narrative should preemptively address questions that budget reviewers may have about the amount of personnel costs, equipment expenses, subcontracts, travel, etc., and why these are necessary to accomplish the project's objectives.

6) **Staffing and Collaboration Plan** – Not to exceed one page. The plan must include:

   ● Proposed role of each research participant, including student participants and , community-based partner who will be receiving funding through the project and/or contributing to the project in a meaningful way (if applicable), as well as budgeted and pro bono time on the project.

   ● Project-related collaborations with other researchers at UC ITS branch campuses, researchers at other ITS and non-ITS UC campuses (if applicable), and/or other organizations.

7) **References** (Optional) – Proposals can include a separate bibliography of references cited in the proposal.

8) **2-page CV for the Principal Investigator and any Co-PI(s)**

9) **Letter(s) of support –** A letter of support from a public sector stakeholder outlining the relevance, timeliness, and need of the proposed research; how the research results will be used by the agency; and what role or involvement (if any) the agency will have in the research. Public sector stakeholders may include, but are not limited to local government, regional public entities (Metropolitan Planning Organizations, air quality management districts, public utilities), state agencies, public transit agencies, and others. The only exception to the letter of support requirement is if the California Air Resources Board (CARB) as a public sector stakeholder. In lieu of a letter, the PI must provide the name and contact information for a point person at CARB that the PI intends to work with.

   If the PI would like help in connecting with a potential stakeholder, then they are encouraged to reach out to Juan Matute no later than May 9th to request assistance.

10) **Letter(s) of participation and/or commitment** (if applicable) – PIs must provide a letter of support from an outside stakeholder that will be providing data, access to private or public facilities, cooperation of private or public entities, and/or commitment of match funding. All proposals that include a community-based organization and/or community leader as a project partner must provide a statement of participation and/or commitment from the organization and/or leader that describes the organization's and/or leader's prior involvement with the research team and involvement in developing the current proposal.

Organization of Community-Based Organization Seed Grant Proposals

1) **Attach the following as a PDF:**
   a) **PI's research objectives** - Describe the PI's research interest(s) that would benefit from building a relationship with the specific community-based organization.
   b) **Community-Based Organization and the PI's research objectives** - Describe the Community-Based Organization, their mission, membership, and programs related to the PI's research objectives.
   c) **Description of a co-creation activity** - The relationship-building seed grant requires the co-creation of activity to further future research opportunities. The [Greenlining Institute Making Racial Equity Real in Research Report](#) (pp 32 to 39) provides a sample co-creation activity: a guided worksheet to collaborate on research questions and a scope of work. The grant could also be used to develop a full research proposal for an expected future solicitation. However, the Greenlining Institute worksheet or a similar co-created document or research proposal that expresses the values, approaches, and theories of change of each partner is also required and must be submitted to UCLA ITS at the conclusion of the grant; these documents will be compiled as a resource for future researchers interested in collaborative research. (max 500 words).
   d) **Equity considerations** - Include a summary statement on the relevance to and impacts of your research on transportation equity. See the above Proposal Narrative > Equity Considerations section for additional information on this solicitation's definition of transportation equity. (max 300 words).
   e) **2-page CV for the Principal Investigator and any Co-PI(s)**
2) **Letter of participation from the Community-Based Organization** - see the above section for additional information.
3) **Legal Name of the Community-Based Organization**
4) **IRS Tax Status of the Organization -** organizations must be IRS-recognized as a 501(c)3-6 nonprofit organization:
   a) 501(c)(3) - charitable organizations
   b) 501(c)(4) - civic leagues, homeowners associations, and social welfare organizations
   c) 501(c)(5) - labor organizations
   d) 501(c)(6) - business leagues and trade groups

   No seed grant funding may be used directly or indirectly towards political or lobbying activities of these organizations.

5) **A Federal Employer Identification Number for the community-based organization** - If the application is successful, a W9 form will be required to process payment to the Community-Based Organization.
6) **Budget** - see the above section for additional information. A maximum of $4,999 may be reserved for the Community-Based Organization.

7)   **Budget justification** - see the above section for additional information.

Section C: Proposal Submission

Proposals responding to this RFP are due no later than Wednesday, June 1, 2022 at 5:00 PM PDT. Proposals must be [submitted via Google Forms](#). Any comments or explanations in the email will not be recorded. Proposals received after this deadline will not be considered. Review by OCGA is not required for this internal solicitation.

Section D: Evaluation and Review Process

Proposals will be evaluated and scored based on responses to the information requested in this solicitation. The following process and criteria will be used to screen and evaluate projects:

1.   <u>Submission Screening</u> – Proposals will be screened by program staff for: (1) completeness and compliance with the requirements detailed in Section III. Proposal Organization, (2) meeting eligibility requirements of this RFP, (3) an explicit link to one or more of the research priorities listed in Part II of this RFP, and (4) confirmation that a state, regional, or local government agency in California has expressed interest in the proposed work (if applicable). Community-Based Research Organization Seed Grant proposals require that the proposed community-based organization be eligible to receive funds from the University. Proposals that pass initial screening will be evaluated for technical merit, relevance to transportation policy and practice in California, and prior performance on other grants awarded at UCLA or by UC ITS.

2.   <u>Proposal Review</u> – Research Project proposals that pass submission screening will be reviewed by 3 external reviewers and an internal committee composed of the ITS Director and Deputy Director. Translational Projects and Research Syntheses require 2 external reviews but are also reviewed by the internal committee. Research Project, Translational, and Syntheses will be evaluated according to the following criteria:

- Relevance to research priorities
- Level of support from public agency stakeholder and demonstration of how research will inform policy and/or practice, if applicable
- Equity considerations in research design, expected products, and dissemination
- Quality of research design and methodology
- Reasonableness of budget and cost-effectiveness
- Qualifications to perform work
- Level of collaboration, including collaborations across UC ITS and/or with other UC institutions, with outside organizations, and/or interdisciplinary research teams

- Prior performance on projects funded through other ITS solicitations (as applicable)
- Level of student involvement
- Match funding and/or potential for attracting larger grant funding.

Community-Based Organization Seed Grant applications will be evaluated internally according to the following criteria:

- Connection between the community partner's mission and programs and the objectives of the proposed research
- Relevance of the research objective(s) and the proposed researcher/organization co-creation activity to the solicitation prompts (primarily) or California transportation policy and planning (generally)
- Proposed level of engagement of the outside partner in the co-creation activity

Section E: Award and Administration Information

Award Notice

It is anticipated that researchers will be notified by Tuesday, July 26, 2022, whether or not the proposal is selected for funding. Some proposals may be funded at a reduced level, or funding may be contingent on a revision to the proposal.

In accepting an award, the PI agrees to complete the following in a timely manner. Failure to do so may result in the revocation of the award:
  - Respond to and/or incorporate reviewer feedback (if applicable),
  - Revise and resubmit budget based on review feedback (if applicable), and
  - Sign and submit a UC ITS Grant Award Guidelines and Expectations Agreement (Appendix A).

Award Administration

All funds will be administered by UCLA ITS with an account assigned for every project. Any expenditures, such as payroll, purchase orders, and/or reimbursements, may be processed through either the Awardee's home department or ITS, following established university policies and procedures.

Grant Agreement Requirements

In accepting a STRP grant award, the PI agrees to the grant requirements and expectations as outlined in Appendix A. Failure to meet these requirements will jeopardize the PI's consideration for funding in future years.

Appendix A - UC ITS Grant Award Requirements and Expectations Agreement

When accepting State Transportation Research Program (STRP) funding from the UC ITS, the PI agrees to the following requirements and expectations. Failure to meet terms will negatively impact future award decisions.

The PI acknowledges that her/his/their project must address and inform transportation science, engineering, policy, or planning issues in California and must engage public sector partners. The UC ITS STRP is funded by the State of California through the Public Transportation Account and the Road Repair and Accountability Act of 2017 (Senate Bill 1) with the expressed purpose of supporting research activities that directly address and inform transportation engineering, policy, and/or planning issues in California. PIs shall actively engage policymakers and/or practitioners at all stages of their research and report all engagement activities in their 6-month progress report and at the close-out of their project. The PI agrees to provide at least one presentation sharing her/his/their work with practitioners and policymakers through a UC ITS organized webinar or event, if requested. The PI is encouraged to reach out to the STRP Program Manager at her/his/their campus and/or UC ITS Assistant Director Laura Podolsky for consultation on strengthening the project's connection with policy and/or practice in California.

The PI agrees to acknowledge the support provided by the UC ITS and the State of California in all presentations and publications resulting in whole or in part from the PI's research award. The PI agrees to disclose the support from the UC ITS and State of California in all primary and derivative work products and presentations. The PI shall use the following language for publications when acknowledging the support provided by the UC ITS and the State of California. The language may be augmented for other products (e.g., presentation, website).

> *This study was made possible through funding received by the University of California Institute of Transportation Studies from the State of California through the Public Transportation Account and the Road Repair and Accountability Act of 2017 (Senate Bill 1). The contents of this report reflect the views of the author(s), who is/are responsible for the facts and the accuracy of the information presented. This document is disseminated under the sponsorship of the State of California in the interest of information exchange and does not necessarily reflect the official views or policies of the State of California.*

The PI agrees to disclose other proposed or in-kind research funding for a project substantially similar to the project being supported by the UC ITS. Multiple sponsors are encouraged, but full disclosure is required. A specific agreement for joint funding is required for research that is being funded or proposed for funding in whole or in part by other agencies or

organizations. Failure to disclose other proposed or in-kind research funding for a project substantially similar to a UC ITS project is grounds for termination of a UC ITS grant.

The PI understands that the period of performance for her/his/their grant award is 12 months. The start and end dates for the PI's grant will be provided by the STRP Program Manager at the PI's campus. The PI agrees to submit all final deliverables and products by the end of the grant period. In the event that the project cannot be completed by the expected end date, a formal request for a no-cost extension must be submitted via email to the STRP Program Manager at the PI's campus at least one month prior to the grant end date. Failure of the PI to submit final products on schedule will adversely impact future award decisions.

The PI agrees to use the awarded funding in a manner consistent with the submitted budget.

The PI agrees to submit a 6-month progress report. For the 6-month progress report, the PI shall submit a high-level summary of accomplishments over the past six months, plans for the next six months, and supplementary information about the research team, engagement with stakeholders, associated publications, and other activities. Progress reports will be submitted online and due when specified by the campus STRP Program Manager.

The PI agrees to produce a final report and policy brief for her/his/their project. The report and policy brief will be finalized through an iterative process with the UC ITS or campus ITS staff and the PI. The PI agrees to share the final report and policy brief with her/his/their project's main public agency stakeholder and/or community-based stakeholder/partner for review and comment prior to submitting the deliverables to the UC ITS. Additional details are provided below:

> ***Research Report:*** The PI agrees to [deliver](#) a final report as an electronic file before the end of the grant term. The report should be complete, original, organized, and accurate; and the length should be commensurate with the scope and budget. The PI shall use the report template provided. The report will be reviewed by UC ITS staff and possibly external referees if necessary. The PI is required to respond to all questions, edits, and suggestions in a timely manner. Each report will be given a Digital Object Identifier (DOI) upon completion and will be posted on the [UC eScholarship repository](#). The PI may share the eScholarship link with others but shall not post the report PDF in other locations.

> ***Policy Brief***: The PI agrees to prepare a two-page policy brief targeted to a policymaker and/or practitioner audience. The policy brief should be suitable for an educated but non-technical audience and summarizes the main findings of the research relevant to practice and/or policy. The brief should be [submitted via Google Forms](#) and will go through the same review process as described above for reports.. [View completed policy briefs on the UC ITS eScholarship account](#). The posting and sharing requirements for research reports also apply to policy briefs.

The PI agrees to complete a project close-out online survey. The project close-out survey will ask the PI for information about engagement activities (including how external stakeholders identified in his/her proposal were engaged throughout the research process); engagement with and involvement of community partners in the research project (if applicable); future plans for and/or extensions of the project; and feedback on the STRP overall.

The PI agrees to provide and update annually a statement listing all publications, presentations, inventions, and subsequent grants resulting from the project. Every year for the subsequent three years, the PI will be asked to update the supplementary spreadsheet submitted with the 6-month progress report with information on students who contributed to the project (i.e., graduation status), publications, presentations, inventions, and engagement activities.