MPC Technology Transfer Proposal Guidelines

While conferences and workshops are not defined as research projects, they are nevertheless program activities that require a modified form of external review. The essential objectives of the review are to ensure that the proposed event meets an important need, does not duplicate another event, targets an audience that includes transportation practitioners, and will make a substantial contribution to the discussion of (and potential solution to) problems that correspond to one or more of the five long-term strategic goals of the USDOT: State of Good Repair, Safety, Environmental Sustainability, Livable Communities, and Economic Competitiveness. The proposal should include the following components.

1. Type of Event: (workshop, conference, other)

2. Description: List the name of the event and describe the key topics it will address, as well as its proposed location and target dates (if decided). Provide enough detail about the topic and venue to distinguish the proposed event from others in the same general category. For example, just saying that the conference will focus on Livable Communities is not a sufficient description. Describe the uniqueness of the event's focus and topics.

3. Need: What are the problems and issues that create a compelling need for the event? Why are the focus and topics of the event so critical and timely that they require the use of UTC funds? Has the conference or workshop been requested by a state, federal, or metropolitan agency? Who are the primary target audiences? How does the proposed event advance one or more of the five long-term strategic goals: State of Good Repair, Safety, Environmental Sustainability, Livable Communities, and/or Economic Competitiveness.

4. Program Description: Will the event be a one-half day, one day, or two day conference or workshop? Will it consist primarily of presentations, panels, papers, or a combination of activities? If papers and/or posters will be solicited, how will they be reviewed and selected? Has a planning committee already been established or is one being contemplated? Will papers be published at a later date in a compendium or on the MPC webpage? Will the event be available only on site, or will some type of remote participation be involved (e.g., via TLN).

5. Co-Sponsors and Collaborators: List any agencies expected to co-sponsor the event, as well as other collaborators who may not be co-sponsors, but are expected to provide input and assistance.

6. Outcomes: Describe the expected outcomes of the event. If papers and archived presentations are planned, describe how they will be retrieved and viewed. Will the event result in working plans or action items that could lead to mitigation or solutions of key problems? Will the event result in clarification of research issues and approaches, or simply in the dissemination of information?

7. Resources Requested: In addition to the MPC funds requested, list the amounts of and sources of matching resources.

8. Reviewers: Provide the complete contact information of at least three persons who are qualified to review and critically assess the proposal, including the person's name, position title and organization, street address, city, state, zip code, and email address. Reviewers may include professionals at federal, state, metropolitan, or local agencies, universities, and private agencies familiar with the need for the proposed event.

Note: If the project is selected, the budget submitted with the final proposal must indicate whether some of the program costs are being funded by registration fees and whether UTC funds will be used to provide honoraria and/or travel expenses for people who are not employees of one of the MPC universities. List the registration fee to be charged and the expected attendance in the budget notes. In planning conferences and workshops, it is important to remember that MPC funds cannot be committed to pay for costs that are not linked to the actual program or participants—i.e., a block of unused rooms or the residual of a minimum catering charge.