Proposal Submission Reference Sheet

INSTRUCTIONS: Proposals are submitted through an online form (https://ucits.fillout.com/RFP2025) in which you will enter in details about your proposed project (outlined below) and then upload a PDF of your proposal narrative using the Proposal Template. **You should prepare all information ahead of time in order to complete the submission in one sitting.** On this year's submission form, your submission progress may be saved automatically in your browser's cached information, however the cached information can still be lost. **You will be able to edit the cached submission up until the RFP form closes on Tuesday, May 20, 2025 at 5:00 PM PT.** This table is for your reference; you may use it to prepare for filling in the Airtable form but do not include it as part of your proposal PDF attachment. See "File" menu to download this document.	
Proposal Title	
Principal Investigator	*Name, campus, department/affiliation, email, and ORCID (if known):*
Key Academic Participant(s), up to five	*Name, campus, department / affiliation, email, project role:*
Non-Academic Project Stakeholder(s), up to five (include providers of statements of support, contributors)	*Name, title, organization / affiliation, and email (for each stakeholder):*
Project Abstract (200 words max.)	
Total Funding Request ($)	*$*_____
Research Project Type (See RFP, Part 3.3)	☐ Applied Research Project ☐ Research Synthesis ☐ Translational Project
Project Duration, in months	___ months
Research Priority (see RFP, Part 2.0)	
Secondary Research Priority (optional)	
Will you submit, or have you already submitted, this proposal elsewhere?	• No • Yes (If yes, please explain)
Are you receiving funding for research substantially similar, or foundational, to the proposed project?	• No • Yes (If yes, please explain)
UC Berkeley only: Research Administrator / Research Support Officer Information	*Name and email:*
UC Berkeley only: PI's CF2	*CF2:*
UCLA only: Fund Manager/Management Services Officer Information	*Name and email:*
Suggested Reviewer(s), up to four (optional)	*Name, title, organization / affiliation, and email:*

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Proposal Template

Instructions: Do not change the formatting of this template. Replace the existing text after each section heading with your proposal content. The text provided describes what is required for each section.

Delete any text from this template that provides instructions / guidance before finalizing and converting this document to PDF for upload on the proposal submission form. Otherwise, your document may exceed the page/word count limitations.

Formatting Guidelines:

- Font: Use 11 pt. "Normal text" for all text other than Headings. Please retain the font color and size for all headings (Heading 1: 20 pt., Heading 2: 14 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: upload as a single PDF via the online submission form

Proposal Title:

Section 1. Proposal Narrative

Section 1 must not exceed 10 pages; 5 pages is recommended.

Problem Statement (approx. 200 words)

Discuss the problem and/or challenge you are proposing to address.

Project Summary (approx. 300 words)

Describe how you will address the problem and/or challenge described in the problem statement. Provide an overview of the proposed work plan.

Expected Impact (approx. 300 words)

Explain how achieving the goals of the project will help advance transportation policy and/or practice in California, and/or deliver long-lasting benefits to California (e.g., cost-savings). Identify public agencies, community-based organizations, and/or other external stakeholders that will be engaged in the project and describe how these parties or others will use or apply the proposed research.

Equity Considerations (OPTIONAL, approx. 300 words)

NOTE: While addressing equity is not a requirement for this funding opportunity, the UC ITS strongly encourages all PIs to consider how their proposal intersects with and/or directly addresses equity and justice. PIs are encouraged to use this Equity Worksheet when developing their proposal to enhance equity connections, identify potential community partners, and more.

For the purpose of this RFP, transportation equity refers to fairness in access to the opportunities people need to lead quality lives. Transportation equity encompasses the needs of individuals historically marginalized because of their social status, including by race, class, gender, sexual orientation, and ability. Transportation equity seeks to ensure that no group receives a disproportionate share of benefits, shoulders a disproportionate burden of discrimination or negative impacts, faces exclusion from meaningfully participating in decision-making processes, or is discriminated against.

Describe the relevance to and/or impacts of your research on transportation equity. Potential considerations include: i) how the research will bring an equity lens to data analysis, if applicable, and how community partners will be involved in selection, collection, and review of the data; and ii) how the community and/or non-profit partners will benefit from participating in the proposed research, if applicable.

Research Design and Methods (approx. 1,500 words) ***This subsection 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. 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.
- PIs are expected to consider changing human subjects public health protections that their Institutional Review Board may put into place due to the project period.

Deliverables (approx. 500 words)

List and describe all anticipated deliverables from the project. The table below summarizes minimum deliverable requirements based on project type. Additional deliverables may be proposed.

Project Type	Minimum Required Deliverable(s)
Applied Research Project or Research Synthesis	• Research report using the UC ITS Report Template ***or*** an open access peer-reviewed academic journal article*, and • Translational product that distills research findings for a policymaker, practitioner, and/or community audience(s). Examples of a translational product include, but are not limited to a UC ITS policy brief (view UC ITS policy brief template), video, blog post, webinar presentation, op-ed, Transfers Magazine article, podcast, and similar products.**

Project Type	Minimum Required Deliverable(s)
Translational Project	• Translational product that distills research findings for a policymaker, practitioner, and/or community audience(s). Examples of a translational product include, but are not limited to a UC ITS policy brief (view UC ITS policy brief template), video, blog post, webinar presentation, op-ed, Transfers Magazine article, podcast, and similar products.**

**To be considered open access, the article must be available without a payment or subscription barrier at the publisher's website or placed in a repository by the author (e.g., a preprint of an accepted manuscript that is posted on eScholarship).*

**** ITS policy experts and communication specialists are available to assist PIs at all stages of translational product production, including identifying the most appropriate translational product based on the target audience, assisting with drafting and/or editing policy briefs, organizing webinars and other events, and more.

Section 2. Scope of Work

Section 2 Length: 1-2 pages, including the Task Schedule.

The scope of work must identify the tasks required to complete the work. For multicampus 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, and use a table to present this information. All scopes of work should clearly explain how identified external project stakeholders will be engaged and/or contribute to the research, and must include a research dissemination task describing the target audience for the research, and how preliminary and/or final results will be shared with and/or communicated to this audience. If a community-based organization and/or community leader will be contributing to the project (either as a funded or unfunded partner), then clearly identify how the organization / individual will contribute to the tasks outlined in the scope of work. A sample framework for the Scope of Work appears below; proposals can include additional tasks and/or more detail as needed (up to the page limit).

Task 1: Literature Review

[We will begin with a review of the literature…]

Task 2: [Additional Task]

[A brief description of the task…]

Task 3: [Additional Task]

[A brief description of the task…]

Task 4: Engagement with External Partners / Organizations (required)

[Describe how and at what points in the project the external stakeholders identified in the proposal will be engaged and/or contribute to the project, and describe any additional engagement-related activities (e.g., workshops, meetings, roundtables, advisory boards, etc)

Task 5: Research Dissemination (required)

[We plan to share results of our work with << describe target audience>> by presenting at a meeting, via webinar, briefing, conference, etc. And/or we expect our work to be used in <<describe application or use case.>>]

Task Schedule with Work Product (reference the minimum required Deliverables listed in Section 1)

[This can be a simple list (e.g.,timeline, Gantt chart)]

Task	Description	1	2	3	4	5	6	7	8	9	10	11	12
1	Literature Review												
2	[Additional Task]												
3	[Additional Task]												
4	Research Dissemination												

Section 3. Collaboration Plan (multicampus only)

For multicampus proposals only: Describe how the researchers will work together in a collaborative and integrated way, rather than working separate but parallel (max. 300 words).

Section 4. Budget

Please fill out the table below reflecting the total budget for the project. Budgets should be conservative and cost-effective. Applicants are encouraged to work with their department financial analyst(s) to develop budgets.

- **For single-campus projects where the PI is based at UC Berkeley or a non-ITS UC campus:** You are only required to fill out the table below. No additional Excel file submission is required (though you may submit it with your proposal if desired).

- **For single-campus projects with a PI from UCLA or UC Irvine**: In addition to filling out the table below, you must also upload a detailed budget as an Excel file in the PI campus's preferred template, which can be downloaded from the links below:

    - UC Irvine budget template: https://www.its.uci.edu/rfp/strp-2025-26-budget-template
    - UCLA budget template: Budget Template for UCLA ITS RFP.xlsx

- **For multicampus projects:** Please fill out the table below to reflect the total cost of the project. For example, if your project includes UC Berkeley and UC Davis, please sum the total faculty salaries from both campuses and put in the appropriate cell in the table. In addition to filling out this table, you will also need to upload – via the proposal submission form – campus budgets for **each** campus involved. You can download budget templates from the following links:

- UC Davis budget template: https://ucdavis.box.com/v/UCDavis-BudgetTemplate-2025-26
- UC Irvine budget template: https://www.its.uci.edu/rfp/strp-2025-26-budget-template
- UC Berkeley, non-ITS UCs, and UCLA (only if the lead PI is *not* from UCLA): FY 25-26 - UC ITS and UC Berkeley Budget Template
- UCLA budget template: Budget Template for UCLA ITS RFP.xlsx
  Note: UCLA budgets must include TIF and General Liability Insurance.

Project Budget Summary Table

BUDGET CATEGORY	Year 1	Year 2 (if applicable)	TOTAL
PERSONNEL			
Salaries			
Faculty	$[amount here]	$[amount here]	$[amount here]
Staff	$[amount here]	$[amount here]	$[amount here]
Students	$[amount here]	$[amount here]	$[amount here]
Benefits / Student Tuition			
Fringe Benefits	$[amount here]	$[amount here]	$[amount here]
Student Tuition	$[amount here]	$[amount here]	$[amount here]
TRAVEL	$[amount here]	$[amount here]	$[amount here]
MATERIALS AND SUPPLIES	$[amount here]	$[amount here]	$[amount here]
EQUIPMENT	$[amount here]	$[amount here]	$[amount here]
CONSULTANT/SUBAWARD	$[amount here]	$[amount here]	$[amount here]
OTHER DIRECT COSTS			
Other Direct Cost #1 (list)	$[amount here]	$[amount here]	$[amount here]
Other Direct Cost #2 (list)	$[amount here]	$[amount here]	$[amount here]
TOTAL	$[amount here]	$[amount here]	$[amount here]

Budget Justification

The budget justification should preemptively address questions that budget reviewers may have about the amount of personnel costs, equipment expenses, travel, community-based organization (CBO) compensation, etc., and why these are necessary to accomplish the project's objectives.

Section 5. Citations

Include a bibliography of references cited in the proposal.

Section 6. CVs for the PI and Co-PI(s)

Include a two-page CV for the PI and each Co-PI, if applicable. The CV should demonstrate that the PI and Co-PIs have the skills and qualifications to conduct the research activities described in the Proposal Narrative and Scope of Work. [Copy-paste or insert below. Limit to two pages per person.]

Section 7. Statement(s) of Support (if applicable)

A statement of support from a relevant and appropriate non-federal public sector stakeholder or community-based organization (CBO) located in California is welcomed, but not required if the proposed project directly addresses one of the eight research priorities for the year (link to research priorities). If the proposal does not directly address one of the research priorities, a statement of support from a non-federal public sector stakeholder or CBO is required to show the relevance and importance of the proposed research to the stakeholder and its community in California. Statements of support from federal partners, such as National Labs, would not meet this requirement. Public sector stakeholders include, but are not limited to: local governments (city and county); regional public entities (Metropolitan Planning Organizations, air quality management districts, public utilities); state agencies; public transit agencies; and others.

When required, high-scoring statements of support will come from stakeholders and/or organizations critical to the success of the proposed research being used to inform transportation policy, planning, and engineering issues in California. Specifically, the statement of support should be from a public sector or CBO leader who is well positioned to use and/or apply the proposed research, and who will be an active participant and/or advisor in the research. The statement of support should also clearly address the following:

- The relevance, timeliness, and need of the proposed research;
- How the research results will or might be used by the stakeholder or the stakeholder's organization; and
- What role or involvement the stakeholder or stakeholder's organization will have in the project.

If provided, the statement of support does not need to be on official letterhead. An email from the stakeholder outlining the above information is sufficient.

For help identifying potential stakeholders, please submit a request through the online questions form (https://tinyurl.com/RFP-question) by **Wednesday, April 30, 2025, 5 PM PT**.

Statement(s) of Support may be attached, inserted, or copy-pasted in this section.

Section 8. Statement of Commitment (if applicable)

If an entity or organization is providing match funding, data, community-based engagement, or access to private or public facilities in order to conduct the research as designed, then the PI must obtain a Statement of Commitment from this entity or organization, demonstrating that the commitment to providing match funding, data, and/or access has already been secured. The statement of commitment does not need to be on official letterhead. An email from the entity or organization outlining the information requested above is sufficient.

Statement(s) of Commitment may be attached, inserted, or copy-pasted in this section.