 

**Principal Investigator (PI) Reference Guide for
Projects Sponsored by ICT and IDOT**

*Downloadable forms and guidelines are available at:*

<http://ict.illinois.edu/research/formsguidelines>

1. **Prepare and submit a detailed work plan:**

The project’s work plan should include a line-item budget, budget justification, implementation strategy, and deliverables. It should be consistent with the ICT Request for Research Ideas submission or Request for Proposal.

*Please note that the federal funding used by IDOT and ICT for this contract research program requires IDOT have access to and share technologies and information developed through this program.*

*Any software, databases, or related computer programs developed under this study and identified as a research project deliverable in the initial research project work plan will become property of IDOT and ICT. IDOT and ICT will provide free use of the software to both IDOT and the federal government and may share it with other states and governmental entities.*

1. **Finalize work plan with the Technical Review Panel (TRP):**

Revise the work plan as agreed upon with the TRP. Email the approved work plan and budget to ICT Project Management (ictprojectmanagement@illinois.edu), which will assign a project number and enter data into ICT’s project database.

1. **Complete the Principal Investigator (PI) section in ICT’s project database:**

Log in to ICT’s database by visiting <https://apps.ict.illinois.edu/projects>. New PIs can request a username and password from ICT Project Management. Click on **View/Edit My ICT Projects**, select the **Edit** icon on the right side of the screen, and complete the following sections:

**(a) Personnel:**

Add project team members, including co-investigators and student members.

**(b) Project details:**

Add project tasks, a project description, the progress and significant results this quarter, the anticipated work next quarter, update the project schedule status and provide any project impediments, and recommended solutions.

1. **Upload files or photos:**

Click on the **Files** icon in the upper-right corner of screen and complete the following fields: document type (required), document title, authors, and abstract. Then, use the **Browse for File** button to navigate to the directory on your computer and select the file you wish to upload. This process should be repeated for any additional files or photos. You may also use the **email us** link at the bottom of the screen to send ICT the files to upload.

1. **Conduct research as agreed upon with the TRP:**

Notify the TRP Chair if any problems develop during the project.

1. **Provide quarterly progress reports (QPRs):**

Update your project’s online QPR and send it to the TRP Chair for review and approval no later than the end of each calendar quarter. ICT will send emails reminding PIs to complete the QPR for their research projects.

1. **Provide research progress updates to TRP:**

Participate in all TRP meetings as scheduled by the PI and TRP Chair—generally once per quarter to every six months. Kick-off and final meetings should be held in person. All other TRP meetings may be held in person, remotely, or a combination thereof. If you would like help setting up a remote meeting, ICT can help facilitate this. Provide any presentations in advance to ICT Project Management. Complete implementation planning worksheet with the TRP’s help, and then review/update as necessary at TRP meetings.

1. **Complete a semi-annual Administrative Performance Evaluation of the TRP:**

You will be sent a reminder 30 days prior to the evaluation deadline to download and complete the form.

1. **Write project report:**

A final report in accordance with [ICT guidelines](https://ict.illinois.edu/files/2020/03/ICT_report_guidelines_3.10.20.pdf) and [Section 508](https://www.section508.gov/manage/laws-and-policies) is required to complete your project. Reports should fulfill project objectives set forth in the work plan, show adequate documentation, and be presented clearly and concisely. **The maximum page length is 75 pages**, approximately 35,000 words, excluding appendices. Complying with the report guidelines will minimize publication delays. You will receive reminders from ICT to draft your project report six months and four months prior to the project end date.

1. **Submit final report to ICT for editing prior to project end date:**

Submit the draft report to ICT for editing **three months before the project’s end date** (prior to submission to the TRP).

***NOTE: The three-month editing and review process must be built into your project timeline. That is, if your project ends on Dec. 31, your report should be sent to ICT Project Management for editing no later than Sept. 30.***

The three-month editorial process is conducted in three phases as follows:

 **(a) Preliminary edit phase:**

The PI submits the report to ICT Project Management in a MS Word format. Download the [report template](https://ict.illinois.edu/files/2020/03/ICT_report_template_Section-508.docx) and follow the [report guidelines](https://ict.illinois.edu/files/2020/03/ICT_report_guidelines_3.10.20.pdf). **Reports that do not follow ICT and Section 508 guidelines will be returned to the PI for resubmission**. A [Section 508 Author Checklist](https://ict.illinois.edu/files/2020/03/Section-508-ICT-Author-Checklist-3.10.20.pdf) is available to help ensure the final report meets the requirements. A technical edit of the report will be performed and then returned to the PI for review and revision.

**(b) PI/TRP edit phase:**

The PI reviews ICT’s edits, accepts/rejects changes, addresses all comments, and sends the edited report to the project’s TRP Chair for review.

**(c) Final edit phase:**

When the report is approved by the TRP Chair, the PI sends the final report and [[Final Edit Phase/TRP Final Approval](http://ict.illinois.edu/files/2014/06/Final-Edit-Phase-TRP-Chair-Final-Approval-Form.docx)](https://ict.illinois.edu/files/2018/02/TRP-Chair-Final-Rep-Appr-FrmJan18update.docx) form to ICT Project Management for final review. **Reports submitted without the TRP approval form will not be accepted.**

1. **To participate in the publication or public disclosure of project information prior to the final report being published, IDOT approval must be obtained. IDOT requires 21 days to review the approval request.**

After 21 days, publication or public disclosure of nonconfidential and non-patentable results in peer-reviewed journals or papers to be presented at professional meetings may proceed without interference. The publication or release of non-scholarly work products, any information that is deemed confidential by IDOT, or information that includes patentable results may not be published/released without IDOT’s approval. If the scheduled time for presenting project information previously reviewed by IDOT does not permit formal review of a complete publication or presentation, refer to the contract and contact ICT for further instruction.

1. **Comply with the terms of the ICT intergovernmental agreement and 2020 amendment for FY21 and FY22:**

The July 2017 [intergovernmental agreement](https://ict.illinois.edu/files/2017/07/Intergovernmental-Agreement-IGA-Approved-July-2017-1.pdf) and July 2020 amendment can be found on ICT’s website.

1. **Comply with the current ICT operational guidelines:**

The current [operational guidelines](https://ict.illinois.edu/files/2014/06/ICT_GUIDELINES_FINAL_05-09.pdf) can be found on ICT’s website.