



Wisconsin Department of Transportation

Wisconsin Highway Research Program (WHRP)



WHRP

After the Award: First Steps of a Research Project

Acronyms

PI - Principal Investigator
POC - Project Oversight Committee
R&L – WisDOT Research and Library
TOC – Technical Oversight Committee
UWTS – University of Wisconsin-Madison Technical Support
WisDOT – Wisconsin Department of Transportation

Award Letter

Research and Library (R&L) will send a letter to the lead researcher or Principal Investigator (PI), Project Oversight Committee (POC) members, Technical Oversight Committee (TOC) members and the University of Wisconsin-Madison Technical Support (UWTS) team stating that their proposal has been accepted for the research project. The email with the Letter of Award will include questions regarding the proposed workplan. The Researcher(s) and all TOC/POC members will be asked to submit any questions or requested clarifications about the proposal. R&L and UWTS will review any questions and/or requests and determine if they can be resolved through email or a phone call. If any changes are needed in the proposal, a Workplan Review Meeting may be necessary. Please see the Meeting Information Handout for more information.

Proposals and Workplan Development

The proposal is the foundation of the Workplan. The PI works with the TOC and POC members and R&L to create a finalized Workplan which will become an attachment to the contract. If revisions have been made, the date of revision will be on the cover sheet in bold red font below the original date of submission.

Contract Preparation

The contract form will be prepared by R&L and sent to the PI and the Authorized Administrative Contact listed in the proposal. The PI will need to contact R&L if the contracting department is different from the one in the proposal. The PI or contracting department will need to notify R&L of the name and contact information of the designated signatory for the contract.

DocuSign

The Contract and Workplan will be combined and entered into DocuSign for signatures.

Letter of Authorization to Begin Work - Invoice Start and End Dates

WisDOT R&L will notify the PI, TOC and POC Chairs, POC members and UWTS when work may begin by sending the executed contract and a letter of "Authorization to Begin Work" with a Start Date.

No work on the research project can begin prior to the Start Date in the Authorization to Begin Work.